

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**TRANSPORTATION
4415 School Bus Aide
Page 1 of 4**

JOB TITLE: SCHOOL BUS AIDE

REPORTS TO: Transportation Supervisor

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

The School Bus Aide assists the bus driver in providing safe transportation for students.

QUALIFICATIONS:

The School Bus Aide shall:

1. Have the ability to read and write.
2. Be in good physical health and have the ability to perform assigned duties.
3. Possess a high school diploma or GED.
4. Have some basic knowledge of the problems encountered and techniques used in dealing with the physically disabled and/or mentally handicapped persons.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Provide proof of eligibility to work in the United States by completing the I-9 form.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The School Bus Aide shall be employed under the following terms:

1. Work year of ten or twelve months.
2. Salary, benefits, leave time and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The School Bus Aide shall:

1. Assist the bus driver in maintaining student conduct on the bus.
2. Assist young or disabled students in getting on and off the bus.
3. Provide written records of violations of student code to the Principal or designee.
4. Collect personal items left on the bus and turn them over to the school secretary.
5. Provide instruction to students regarding passenger safety and ensure that students wear their seat belts when the bus is so equipped.
6. Participate in scheduled emergency bus exit drills.
7. Assist bus driver and students in case of an accident.
8. Checks to ensure that all passengers are dropped off at the correct location and to an authorized individual when necessary.
9. Checks to ensure no passengers remain on the bus at the end of the route.
10. Prepare reports as required.

11. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
12. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
13. Participate in appropriate in-service and workshop programs and attend any required meetings.
14. Use computers and/or electronic equipment to fulfill job functions.
15. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
16. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
17. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Transportation Supervisor, and not otherwise prohibited by law or regulation.
18. Maintain discipline on bus at all times.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey or exchange information effectively.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.

TRANSPORTATION
4415 School Bus Aide

Page 4 of 4

4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Transportation Supervisor shall evaluate the School Bus Aide in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: October 15, 2024