

Job Description

BOARD OF EDUCATION DENVER

TITLE: BUS AIDE

QUALIFICATIONS:

- 1. Ability to read, write and to perform assigned duties**
- 2. Minimum experience as determined by the board**
- 3. Knowledge of bus passenger safety and effective discipline procedures**
- 4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status**

REPORTS TO: Transportation Coordinator/Business Administrator

JOB GOAL: To assist the bus driver in providing safe transportation of students.

PERFORMANCE RESPONSIBILITIES:

- 1. Assists the bus driver in maintaining student conduct on the bus.**
- 2. Assists young or disabled students in getting on and off the bus.**
- 3. Provides written records of violations of student conduct code to the building principal.**
- 4. Collects personal items left on the bus and delivers them to the school secretary.**
- 5. Provides instruction to students regarding passenger safety and ensures that students wear their seat belts when the bus is so equipped.**
- 6. Participates in scheduled emergency bus exit drills.**

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

APPROVED: June 1, 2009