

TITLE: **BUS DRIVER/AIDE, SUMMER PROGRAMS**

QUALIFICATIONS:

1. Experience as bus driver preferred
2. Knowledge of traffic and school bus regulations
3. Possession of school bus driver's license
4. Good physical condition
5. Skill and accuracy in oral and written expression; ability and willingness to understand and follow directions
6. Ability to work with adults and children and to respect confidential matters
7. Must pass required tests

REPORTS TO: Principal

JOB GOAL:

1. Transports students to and from school and on extracurricular activities in safe and efficient manner
2. To provide well-organized, smoothly functioning class environment in which students can take full advantage of instructional program and available resource materials

PERFORMANCE RESPONSIBILITIES:

1. Works with classroom teachers, special teachers, counselors or other personnel
2. Assists in development of desirable social skills and habits, and mental and physical health for all pupils
3. Assists with checking, care, preparation, and arrangement of instructional materials and equipment
4. Assists with enrollment procedures, cafeteria count, attendance verifications, and other classroom routines and activities
5. Assists with yard duty, first aid, and physical education periods
6. Assists with recordkeeping, filing, checking; works with small groups of children under direction of teacher or other certificated staff
7. Assists classroom teacher with handicapped children to and from buses, with wraps and special equipment
8. Assists with personal and health needs of pupils; assists with physical therapy, fire drill and rest period
9. Prepared laundry and makes beds; prepares and assists children during lunch and snack period; checks and maintains lavatories
10. Drives school bus on assigned route to carry pupils to and from school and on extracurricular trips
11. Cleans and washes buses
12. Works in shop performing odd jobs as necessary in transportation department
13. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; hourly rate

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable