

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: Bus Aide**

**Department: Transportation**

**Grade D  
H.P.D. 5  
D.P.Y. 191**

**Job Description**

**Date Reviewed: September 2011**

**Reports To: Transportation  
Manager**

**Purpose of Job**

The purpose of this job is to perform as Bus Aide in the Clarksville-Montgomery County School System. Duties and responsibilities include assisting Special Ed children on and off buses, securing wheelchairs, infant seats, and seatbelts, monitoring children during transport to ensure safety, and assisting the Bus Driver in traffic situations. The Bus Aide’s duty location is in the rear of the bus unless tending to a passenger. Reports to Transportation Manager.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Inspect wheelchair tie down equipment for serviceability and store equipment. Check student seat belts daily for serviceability and secure to vehicle.

Assist Special Ed children with securing seat belts, and with getting on and off the bus at home and at school.

Maintain order on bus during transport to ensure children’s safety. Resolves problems during transport such as disruptive or aggressive behavior and comforting children.

Assign and make changes in seating arrangements as needed; assist children with comfort items, blankets, pillows etc.; plans quiet activities and explains emergency evacuation procedure while waiting to unload at school.

Assist with clean up of bodily fluid spills and dispose of clean up material; disinfect contaminated area as required. Prepare bus conduct report for unusual behavior on the school bus.

Must know how to operate wheelchair lift to include extending wheel chair ramp; must know how to move bus in emergency situation; must know how to operate communication equipment etc. two way radio/cellular phone.

Review children's emergency data information records and stay abreast of each child's disability; remain abreast of State, local, and Federal regulations pertaining to Special Education transportation.

Ensures adequate supplies are available on bus such as first aid kit, bodily fluid clean up kit, Kleenex/paper towels, rubber gloves and disinfectant.

Assist bus driver in backing and traffic situations, time schedules and routing etc. prepare or assist bus driver in preparing a detail route in case of emergency absence of driver and or aide; must assist bus driver in maintaining bus interior.

Responsible for completing the Special Needs Daily Transporting Total form; will place a check mark when the student rides, "NS" when the student is a no show, and an "X" when the student does not ride.

Responsible for turn in of all required paperwork no later than 9:30 AM on the first school day of the week following payday.

Responsible for turn in of the Special Needs Daily Transporting total form with the Time Sheet covering the first of the month.

All Paperwork will be turned in to the employee's Lead Driver.

Reports to the Transportation Manager.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or GED) preferred, with three to six months of experience supervising students; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must be certified in First Aid and CPR; and maintain certification.

### **KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and activities of the School System and Special Education transport practices as they pertain to the performance of duties relating to the job of Bus Aide. Has considerable knowledge of Special Education transport practices as necessary in the completion of daily responsibilities. Knows how to develop and administer

operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with supervisors, parents, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machines and Special Education equipment such as bus lifts, wheel chairs, infant seats, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of thirty-five to fifty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Bus Aide. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Bus Aide.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using wheel chair lifts.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Bus Aide.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**