

TRANSPORTATION SERVICES INC.

NON WHEELCHAIR AIDE

JOB DESCRIPTION

SUMMARY

The aide assists the school bus or van driver in safely transporting students to and from school. An aide is needed on bus or van with a student that has an IEP or other special circumstances requiring their assignment.

RESPONSIBILITIES

- Responsible for the behavior of students on the bus or van. Works with driver to maintain safe student environment
- Assist in loading and unloading students. Monitor their ride to and from school
- Assist driver in managing the seating of the students so that everyone is safe and secure
- Basic first aid and attention to injury
- Basic record keeping, and maintain confidentiality of student information.
- Oral and written communication skills
- Follow Health and safety regulations required by company, school district, state or fed
- Follow policy and procedures related to student discipline on vans and buses
- Proper use of two way radio system
- Attend safety meetings

EDUCATION & LICENSING REQUIREMENTS

- Valid PA Driver's License
- High School diploma or equivalent

REQUIREMENTS

- Tact, patience and courtesy with students, parents and other drivers
- Sitting for extended periods of time
- Hearing and speaking to exchange information
- Reaching, pulling and pushing to open van doors or windows
- Reaching overhead, above the shoulders or horizontally
- Should be in good physical condition to be able to strap a child into a car seat or booster seat, hooking up a child in a safety vest or fastening a seat belt
- Must check inside vehicle daily, front to back for any children or articles left behind
- Should be physically able to pick up a car seat and either drag or carry a child out of the vehicle in an emergency

WORKING CONDITIONS

- Working in outdoor environment with seasonal heat and cold or adverse weather
- Exposure to fumes, dust, odors, oil/grease and gases

Print _____ **Signature** _____ **Date** _____