

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: BUS AIDE

REPORTS TO: Transportation Supervisor

QUALIFICATIONS: Ability to read, write and to perform assigned duties
Minimum experience as determined by the Board
Knowledge of bus passenger safety and effective discipline procedures
Required criminal history background check and proof of U.S. citizenship or legal resident alien status

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 code to the building principal.
4. Collects personal items left on the bus and turns them over 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.
7. Responsible for checking the bus at the conclusion of each run.
8. Trained and certified pursuant to njsa 18a:40-12.6 as a delegate to administer epinephrine via a pre-filled auto-injector mechanism.
9. Perform any other such duties as assigned.

Adopted: 11/7/00

Approved: 5/12/09

JD/Transportation

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:25-2 Authority over pupils
N.J.A.C. 6:11-4.6 Paraprofessional approval
N.J.A.C. 6:21-11.3(b) Emergency exit drills from school buses
N.J.A.C. 6:28-3.8(a) Transportation of special education students
N.J.A.C. 6:29-7.4 Requirements of physical examination