

SHELBY COUNTY SCHOOLS

JOB TITLE: BUS DRIVER AIDE

QUALIFICATIONS:

1. High school graduate or equivalent (GED) and Academic competency in basic skills.
2. Valid Alabama driver's license
3. Good physical and emotional health, including ability to lift and restrain students of varying age levels and sizes.
4. Participation in pre-service and in-service bus driver training program.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Principal and Transportation Coordinator

JOB GOAL: To maintain the safe conduct of students to and from school and to aid the bus driver as needed.

PERFORMANCE RESPONSIBILITIES:

1. Ensure safety of students by:
 - a. buckling them in their seats and securing wheelchairs before bus starts
 - b. keeping them seated and under control during transportation
 - c. assisting them with crossing the street
 - d. assisting them during loading and unloading, at home and at school
 - e. escorting them to the responsible adult at school.
2. Account for students' personal belongings and messages.
3. Assist bus driver with keeping updated file of students assigned to bus.
4. Familiarize self with and uses:
 - a. assistance request forms
 - b. safety equipment located on bus
 - c. emergency procedures
 - d. bus route and pick-up points
 - e. wheelchair lift and locking equipment.
5. Deal with emergency physical problems during loading, transporting and unloading.
6. Notify school officials of unusual events or behaviors.
7. Cooperate with school staff in special requests concerning handling behaviors, physical management, etc.

8. Contact and obtain acceptable substitute when absent.
9. Understand and assist in upholding system rules, policies, and procedures.
10. Respect the confidentiality of information pertaining to students and staff and the school system.
11. Be regular and punctual in attendance.
12. Follow correct procedure for signing in daily and securing substitutes.
13. Maintain proper and professional relationship with students and other employees.
14. Perform duties in a manner that will promote good public relations.
15. Assume other transportation-related duties as assigned by supervisor.

PHYSICAL ABILITIES and REQUIREMENTS

- Must successfully pass the DOT Medical Exam Report once every two years.
- Must be able to successfully complete SHELBY COUNTY SCHOOLS' SCHOOL BUS DRIVER PHYSICAL PERFORMANCE TEST

TERMS OF EMPLOYMENT: 184 days at appropriate salary schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

SALARY: \$11,075.16 - \$13,132.80 annually

INTERESTED PERSONS SHOULD: Complete the classified application online at www.alsde.edu