

**TITLE:** Bus Aide

**QUALIFICATIONS:** 1. Demonstrated aptitude or competence for assigned responsibilities  
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Transportation Supervisor

**JOB GOAL:** To assist in providing safe transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

**JOB DUTIES:**

1. Assist the bus driver in maintaining good student conduct on the bus.
2. Inspect transportation passes to prevent unauthorized travel.
3. Assist young or disabled students in getting on and off the bus.
4. Assure that students get on and off the bus in an orderly fashion.
5. Provide written records of violations of the student code to the transportation supervisor.
6. Collect and turn over to the school secretary personal items left on bus by students.
7. Ability to assist in lifting students and positioning in the bus.
8. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
9. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
10. Perform other duties as may be assigned.

**Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:         9-Month     10-Month     11-Month     12-Month

EXPECTED WORK DAY:        Time necessary for all routes to be completed, not to exceed 8  
hours a day

SALARY:        According to Albertville City School Board approved salary schedule and  
determined by rank and experience **as per policy 5.1.2 – Personnel – Special  
Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board’s policy on  
Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Principal/Program Coordinator \_\_\_\_\_  
Initials

Human Resource \_\_\_\_\_  
Initials

**BOARD APPROVED: 3/15/16**