

**WENTZVILLE R-IV SCHOOL DISTRICT**  
**Position Description**  
**Locator: 7.06**

**Position Title:** Bus Aide

**Reports to:** Director of Transportation

**SUMMARY**

Assists the bus driver in maintaining appropriate student behavior management and provides assistance to students in boarding, riding, and departing District buses. Ability to effectively communicate in a positive and professional manner throughout the work day.

**QUALIFICATIONS/REQUIREMENTS**

A Bus Aide shall have earned a high school diploma or its equivalent or have significant relatable experience.

**ESSENTIAL JOB DUTIES**

- Assists the bus driver in maintaining appropriate student behavior on the bus.
- Assists young or disabled students in getting on and off the bus.
- Secures students' adaptive equipment (i.e. wheelchairs, safety vests, etc.) for safe transportation.
- Assists students in evacuation procedures during emergencies and evacuation drills.
- Reports student discipline problems to the proper authority.
- Coordinates with the bus driver to provide written documentation of inappropriate student behavior to the Transportation Department Office.
- Conducts trip inspections after each run to check for sleeping children, lost articles, vandalism and vehicle cleanliness.
- Collects and turns in those personal items left on the bus by students to building administrative office.

**OTHER REQUIREMENTS**

- Regular attendance is required to provide consistent support of the department's student transportation assignment.
- Assists disabled students into and out of vehicle.
- Prepares and maintains written reports.
- Verbally instructs students on boarding, exiting and behavior management.
- Observes students while entering, leaving, and riding on the bus for behavior management and safety.

**PHYSICAL DEMANDS**

- Exert 50 to 100 pounds of force occasionally (33%), and/or
- Exert 25 to 50 pounds of force frequently (33-66%), and/or
- Exert 10 to 20 pounds of force often to move object.

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#### **MENTAL DEMANDS**

Ability to function in a multi-tasking environment. Flexibility to adapt to changing operational conditions. Excellent interpersonal and public relations skills. Ability to function in high stress situations. Ability to communicate clearly both verbally and in writing. Ability to read, learn and respond to a variety of job related subjects.

#### **ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed, and additional duties may be assigned when appropriate.

#### **TERM OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

#### **EVALUATION**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support staff Personnel.