East Hanover Township School District

Paraprofessional

TITLE:	**Bus Aide**

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

REPORTS TO: Business Administrator/Director of Special Services

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 of the bus.
3. Provides written records of violations of student conduct code to the building principal.
4. Collects personal items left on the bus and delivers them 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.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-certificated staff.

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. 6:3-4A.4 Requirements of physical examinations

N.J.A.C. 6A:14-3.9(a) 7 Related services

N.J.A.C. 6A:27 Student Transportation

See particularly:

N.J.A.C. 6A:27-11 Safety

N.J.A.C. 6A:27-12.1 Drivers and aides

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Revised by: East Hanover Township Board of Education: 8/26/19