



Columbia County School District Job Description

Position Title: Special Education Bus Aide		
Department: Transportation	Evaluation Instrument: Performance will be evaluated annually by Director of Transportation in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Grade D	Pay Type: Non-Exempt	Retirement: Public School
Contract Work Year: 180 Days Per Year, 3 Hours Per Day		
Reports to: Route Supervisor; Bus Driver		

MINIMUM QUALIFICATIONS

Must be able to work with co-workers especially drivers and the public satisfactorily. Must be able to follow oral and written instructions.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Knows and follows all policies of the Columbia County Board of Education and Bus Drivers Transportation Manual.
- Accepts assignments as deemed necessary by the Route Supervisor.
- Attends all training courses, in-service and monthly safety meetings that the Route Supervisor deems necessary.
- Safeguards the safety and wellbeing of each child under his/her supervision.
- Reports all discipline problems to the driver or principal of the school.
- Informs the Route Supervisor of any matters that are more than a local concern.
- Assists the Route Supervisor in emergency situations as deemed necessary.
- Assists the driver in maintaining a clean bus interior.
- Monitors the behavior of every student on the bus by sitting in areas where inappropriate behavior can be controlled and by periodically walking to the back and front of the bus to observe the students.
- Handles inappropriate behavior and language while the bus is in motion.
- Assists students with boarding the bus when the student needs assisting, especially lift students and those with physical handicaps.
- Assists the substitute driver with the route when the regular driver is out.
- Performs any task assigned by the Route Supervisor.

IMPORTANT NOTES

ESSENTIAL DUTIES
 Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of 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 the Chief Human Resources Officer.) 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.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: June 2011