

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Bus Aide

JOB CODE: 4255

DEPARTMENT: Transportation

PAY GRADE: BA (U3)

DATE: 11/09/23

BASIC OBJECTIVES

This is routine work assisting the bus driver and otherwise aiding exceptional and handicapped children to enter and exit school buses and maintain orderly conduct. The work is performed under the direct supervision of the Bus Driver and according to prescribed methods and practices.

JOB TASKS/RESPONSIBILITIES

1. Assists school bus driver to care for and provide assistance to exceptional and handicapped children and maintain orderly conduct through the trip.
2. Assists driver in seating and positioning students in their assigned places to ensure their safety.
3. Maintains order throughout the trip and handles routine disciplinary problems.
4. Accounts for all student passengers and instructs them in the proper method to enter and exit the bus.
5. Handles emergency situations calmly, administers First-Aid, and takes corrective action to ensure safety of student passengers.
6. Assists driver in preparing reports, checks working conditions of safety equipment and performs routine cleaning jobs.
7. Attends meetings and First-Aid courses as required.
8. Assist driver with Post-trip inspections.
9. Assist driver with securement of special needs students with specialized equipment.
10. Performs related work as required or as assigned.

PHYSICAL ACTIVITIES

This is medium work which requires the following physical activities: climbing, bending, stooping, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, grasping, talking, hearing and visual acuity. Heavy lifting, pushing, and pulling may be required. The worker is exposed to noise, heat, fumes and vibrations. The work is performed indoors and outdoors.

Job Code 4255

Page 2

MINIMUM QUALIFICATION REQUIREMENTS

1. Ability to read, write and understand written instructions.

Prior revision date(s): 09/04/74, 07/01/97, 02/24/99, 07/01/00, 03/02/01, 08/27/09