



Head Start

Judith Barris
Executive Director

David Speelman
Board Chairperson

Andrea Rosipko
Director

POSITION DESCRIPTION

POSITION: **Bus Aide**
EMPLOYMENT STATUS: **Full Time (40 hours)/Part Year (42 weeks)**
RESPONSIBLE TO: **Site Supervisor**
Site Supervisor
Operations Coordinator
WORKSITE: **Licensed Center or Child Care Partner**

BASIC FUNCTION: To assist the bus driver in providing safe and punctual transportation to and from classroom sites. Observe and monitor behavior of children, interact with parents and staff to promote the well being of children.

MAJOR RESPONSIBILITIES AND KEY TASKS:

- Accompany driver to pick up and take home all children assigned to the route.
- Conduct a thorough post trip inspection for children or other items left on board at the conclusion of every route.
- In conjunction with the driver, escort children on and off the bus while maintaining the chain of custody assigned to the bus; ensure that children are released only to authorized individuals. Utilize and maintain sign-off checklist as children are transferred from parent to bus, bus to teacher, teacher to bus, and bus to parent.
- Foster and encourage a safe, enjoyable, orderly environment on the bus.
- Maintain an accurate seating chart.
- If the driver is suddenly incapacitated by a medical emergency, the Bus Aide will stop and secure the vehicle.
- In collaboration with the Bus Driver, plan for transporting children with disabilities.
- Immediately report safety problems or hazards to the Bus Driver.
- Escort children on and off the bus when arriving or departing from the center.
- Assist children in fastening and proper adjustment of seat belts and other types of child restraints and assistive devices; making sure the child is properly secured before the vehicle proceeds.
- Devise ways to teach children developmentally appropriate lessons about transportation safety and respect for others.
- Assist the Bus Driver in keeping the inside and outside of the bus clean.
- Assist with light custodial duties, minimal duties in the kitchen as time allows, and in the classrooms as assigned.

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This Agency is an equal provider of services and an equal employment opportunity employer. Civil Rights Act 1964 (CRA)

EDUCATION AND EXPERIENCE REQUIREMENTS:

High School Diploma or GED is required.

Preference is given to:

- Experience working with children and parents.

EXPECTATIONS:

- Must maintain confidentiality within and out of the program.
- Follow both verbal and written directions.
- Work as a team member.
- Maintain a positive attitude.
- Demonstrate flexibility working with the diverse needs and abilities of families, children, and co-workers.
- Be prompt and maintain good attendance.
- Remain current with all certifications, credentials, and non-degree license.
- Participate in post-secondary education or studies leading to a non-degree license, certificate or credential as required by position or requested by Program Management Staff.

ESSENTIAL JOB FUNCTIONS:

- Must be able to physically interact with children, including talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and or move items up to 80 pounds.
- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ADDITIONAL REQUIREMENTS:

- Possess a valid Ohio driver’s license; and insurability monitored by the ACCAA insurance carrier.
- In-service/training for transportation yearly.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry.
- Pass initial and regular drug screenings.
- Perform other duties as assigned, and assists other as directed.

Signature

Date