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## *Bus Assistant Job Description:*

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### Responsibilities:

- Enforcement of the general, and/or student-specific bus rules which include, but are not limited to the following:
  1. Students should remain seated while the bus is in motion
  2. Keep hands and feet to self and inside of the bus
  3. Be respectful of staff and fellow students
  4. Use appropriate language at all times
  5. Refrain from discussions of any illegal activity
  6. Follow all school rules and driver's bus rules
- Work in **partnership** with the bus driver to ensure the safe transportation of students. Implement behavior management strategies so the bus driver is not distracted from the safe operation of the vehicle
- Monitor student behavior and supervise all of the students on the bus
- Keep all student information confidential
- Follow assigned school protocol for reporting student issues and concerns to the designated contact school personnel contact (i.e. Bus Incident Form)
- Sit in a seat where all student bus activity can be monitored
- Adhere to the school district's safety and health policies
- Cell phone usage should be restricted to bus related issues and emergency situations
- Ensure that no child is ever left unsupervised on a bus
- Attend all training as required
- Record your time accurately and promptly for proper payment

I have read and understood the above listed responsibilities regarding my role as a Bus Aide, and agree to perform these duties to the best of my ability.

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Printed Name

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Signature

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Date

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Principal's Signature