
Special Needs Bus Aide Job Description:

Responsibilities: When assisting with loading and unloading of a student the following applies:

- Adhere to the safety requirements when buckling a student into a car seat or safety vest. Apply the pinch test to all straps on the car seat or safety vest
- Report any problems with the safety vest or car seat to the bus driver or a physical therapist
- Make sure that all belts and buckles are secure inside the wheelchair before delivering the student for loading onto the bus
- Assist the driver when loading/unloading a wheelchair by placing a hand on the wheelchair while the driver is loading/unloading the wheelchair
- Follow all recommendations in loading/unloading procedures as defined by IEP/504 team
- Appropriate training required in unloading/loading students who use wheelchairs or are in car seats or safety vest

Proposed training requirements:

1. CPR
2. Medial Plans/Protocols (i.e. health conditions)
3. Positive Behavior Management Strategies
4. Student specific behavior intervention plans-Mgmt.

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

Printed Name

Date

Signature

Principal's Signature