MT. VERNON
COMMUNITY SCHOOL CORPORATION

Position: Substitute School Bus Aide

Qualifications: Ability to pass a Physical Fitness Exam
High School Diploma or Equivalent

Reports to: Director of Transportation/ Director of Operations

Performance Responsibilities:

1. Provides assistance to all students that need help entering and exiting the school bus, includes but is not limited to, helping students climb or descend bus steps.
2. Supervises proper seating of students.
3. Ensures that students are properly secured.
4. Ensures that all student possessions are properly stored and safeguarded.
5. Acts as a navigational aide to any substitute bus driver.
6. Assists bus driver in securing wheelchairs.
7. Assists bus driver with student discipline.
8. Attends training sessions tailored to meet the needs of special students.
9. Remains alert and cautious at all times.
10. Performs other duties as may be assigned.

Personal and Professional Responsibilities:

1. Demonstrates professional actions, speech and appearance.
2. Maintains confidentiality and privacy of all concerned.
3. Has quality personal habits.
4. Nurtures a positive relationship with super-ordinates, subordinates and peers.
5. Demonstrates respect for others.
6. Supports MVCSC Corporation decisions and direction relative to policy and administrative directives. Works as a team player.
7. Deals with sensitive issues in a tactful manner.
8. Addresses concerns and offers suggestions in an appropriate and confidential manner.

Substitute Bus Aides may have the opportunity to move into a Bus Aide position if a position becomes available.