

**RUMSON SCHOOL DISTRICT**  
**Rumson, New Jersey**

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**TITLE: BUS AIDE**

**QUALIFICATIONS:**

1. Ability to read, write and to perform assigned duties
2. Minimum experience as determined by the board
3. Knowledge of bus passenger safety and effective discipline procedures
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Supervisor of Special Education

**JOB GOAL:** To assist the bus driver in providing safe transportation of students.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists disabled students in getting on and off the bus and in supervising special education students while being transported.
2. Provides instruction to assigned students regarding passenger safety and ensures that students wear their seat belts when the bus is so equipped.
3. Participates in scheduled emergency bus exit drills.
4. Checks to be sure that assigned students are dropped off at their correct location.
5. Informs Supervisor of Special Education of any needs or concerns of assigned students being transported.

**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the board of education.

**ANNUAL EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

**Approved by: Rumson Board of Education**

**Date: September 28, 2016**

**LEGAL REFERENCES:**

- N.J.S.A. 18A:6-7.1 Criminal history record  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:25-2 Authority over pupils  
N.J.A.C. 6A:14-3.9(a) 7 Related services  
N.J.A.C. 6A:27 Student Transportation See particularly:  
N.J.A.C. 6A:27-11 Safety  
N.J.A.C. 6A:27-12.1 Drivers and aides  
N.J.A.C. 6A:32-6 School employee physical examinations