



Substitute Bus Aide Job Description

An ESS substitute bus aide plays an integral role in assisting the school bus driver in providing a safe, orderly, and efficient transportation service for students. They support the needs of students during routine activities and emergency situations. The bus aide effectively supervises and manages the behavior of students and often provide support for an individual student or group of students with special needs and/or disabilities.

Substitute bus aides are also known as bus monitors and transportation assistants.

Key Responsibilities

- Assist the bus driver with getting students to and from school safely
- Supervise and monitor student safety while on the bus
- Ensure students wear seat belts and assist driver in assuring harnesses and wheel chair clamps are secured as required
- Assist students with special needs including when entering and exiting the bus
- Provide instruction to students regarding proper safety
- Participate in scheduled emergency bus evacuation drills
- Help bus driver and students in the event of a bus accident
- Assist parents and school personnel with safe loading and unloading of students
- Demonstrate cooperation and flexibility in performing other related duties as assigned by school administration and ESS
- Understand and adhere to all ESS and school district policies and procedures

Knowledge & Skills

- Follow oral and written directions
- Ability to establish effective working relationships with staff and students
- Work with frequent interruptions
- Flexible, friendly, and good at establishing quick rapport with students
- Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information

Special Requirements

- Candidate must attend an orientation/training session and complete required district and state credentialing requirements (Background check, Fingerprinting)

Physical Requirements

- Frequent sitting, walking, standing, stooping, and occasional lifting of equipment and/or materials; other physical activities may be required
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Ability to ride a school bus for the entirety of work day
- Daily personal and close contact with children
- Frequent movement of students by wheelchairs and other mechanical devices may be required
- Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute
- Subject to inside and outside environmental conditions, noise and hazards

Advantages of Being an ESS Substitute Bus Aide

- Flexible Hours - Choose the days and locations where you want to substitute; work up to 5 days per week
- Health Benefits - Receive a variety of insurance options including medical, dental, vision, life, disability, critical illness, and accident
- Weekly Pay & 401(k) - Gain fast access to your hard-earned wages and take advantage of the retirement through our tax-advantaged 401(k) plan
- Training - Participate in our interactive training course and accessible online modules ensure you are well-prepared
- Employee Programs - Enjoy our monthly raffles, Employee of the Month program, referral program, and employee discount program

ESS is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.