

# MONTESSORI AMERICAN INDIAN CHILD CARE CENTER

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## Bus Aide Job Description

**Title:** Bus Aide

**Reports to:** Head of School

**Status:** Part-Time-Non-Exempt-15-20 hours/week

**Vision:** *‘to be the premier American Indian model of early childhood opportunity.’*

**Mission:** to address the early childhood needs and the academic achievement gap of American Indian children through revitalizing the language and culture.

**Position Purpose:** To assist the bus driver in the safe bus transportation for Montessori American Indian Childcare Center (MAICC) children, assuring that each child is picked up and delivered on schedule.

**General Summary:** The Bus Aide assists in the safe and pleasant transportation of children enrolled in the program, under the direct supervision of the Center Director/Head of School.

### Essential Functions:

- Arrive by 7:30 am, depart on the route by 7:45 am. Conclude the morning route when children arrive at the Center.
- Be available for an afternoon route, arriving by 3:30 pm, depart on the route by 3:45 pm, concluding the workday when the children are returned home, and the bus returned to the Center.
- Be available to assist on occasional field trips, special events, parenting activities and other transportation needs.
- Assist in ensuring a safe and friendly environment on the bus.
- Help children board the bus safely.
- Follows and ensures mandated child restraint device procedures, ensuring children are properly positioned and restrained in seat belts for older children.
- Report behavioral issues of children to Head of School, to not compromise the safety of any child on the bus.
- Ensure that each child is delivered to the care of a responsible adult upon leaving bus (on the authorized list).
- Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind.
- Visually observe the health of each child on the bus. Report concerns to Head of School
- Retrieving any fallen objects during the bus ride.

### Other

1. Assist driver in the event of an accident or emergency, assuring the safe evacuation of children and adult passengers

2. Assists bus driver in completing accident reports, when appropriate.
3. Reports any traffic violations incurred by the Bus Driver to the Head of School.
4. Attends all scheduled staff meetings, team meetings, and trainings, as requested.
5. Gives parents any notes or written materials sent from the center and distributes notes from parents to the appropriate center staff.
6. Answers parents' questions, if possible and tells them any pertinent Information about the child's bus ride or condition.
7. Assists in maintaining the interior of the vehicle in a clean and safe operating condition.
8. Assures that no child is ever left unsupervised on a bus.
9. Performs other duties, as may be assigned.

## **Recommended Employment Qualifications**

### **Experience:**

- Personal or professional experience with basic childcare.
- Experience working with American Indian children or in the American Indian community Preferred.

### **Additional requirements:**

Be 20 years of age. Must be able to comply with a DHS requirement of a background check, CPR/First Aid training, Child Restraint, Head Trauma training and other required DHS trainings.

Possess personal qualifications as required in Licensing Standards for Day Care Centers - emotional maturity, dependability, flexibility, patience, good personal hygiene, and physical and mental health, which does not interfere with responsibilities. Must have good verbal communication skills and visual ability to observe children. Ability to fulfill responsibilities under pressure, including during emergencies.

### **Working Conditions:**

Risk of exposure to blood, body fluids, or tissues. Risk involved with travel on main highways, side streets and rural roads during the transportation of children. Risk of exposure to communicable diseases. Must be able to lift 55 pounds, many times a day, climb into the school bus, bend, kneel and squat frequently.

### **BENEFITS**

- \$15/hr based upon experience and qualifications
- Free coffee and tea and a wonderful staff