

**GREAT MEADOWS REGIONAL  
BOARD OF EDUCATION**

# **JOB DESCRIPTION**

**TITLE: TRANSPORTATION AIDE**

**QUALIFICATIONS:** - High School Diploma or G.E.D. Equivalency Certificate.

Proven successful experience with children and staff  
in an organized school and learning environment.

Knowledge of school transportation safety regulations  
and guidelines.

Required criminal history background

New Jersey residency required

**REPORTS TO:** Principal

**PERFORMANCE RESPONSIBILITIES:**

- 1 . Assists in the supervision of students riding the bus and ensures a safe healthy transportation and trip environment for the students and driver.
2. Responsible as the transportation contact person for all drills, contingencies, emergencies, rolls, lists, substitutions, change in routes, services, and or schedules for the driver and the students.
3. Reports all safety infringements and incidents which occur on the school bus immediately to the building principal or Director of Special Services.
4. Assists other teachers, district personnel, and parents with any special assistance or services that an individual student needs within the codes, regulations, and guidelines that govern those services.

5. Assists the driver and students in - case of an emergency, accident, or illness on with the vehicle.
6. Performs other duties, activities, or assignments as designated by the Director of Special Services or the building principal.

**TERMS OF EMPLOYMENT:** Ten month continued employment

**EVALUATION:** Performance of this job will be evaluated in accordance with state law and the provisions of Board policy and completed by Principal.

Revised: Dec. 17, 2019

Employee Signature