

## **Bus Aide**

Provides adult supervision for Head Start/Early Head Start Program children being transported to/from the Head Start/Early Head Start centers. The Bus Aide will also:

- Assist each child on/off the bus while ensuring their arrival and safety. This includes walking each child across streets/highways, etc. when necessary and approved by the Site Coordinator.
- Ensure each child is seated with their seat belt fastened prior to any movement of the bus.
- Provides necessary discipline in accordance to Head Start/Early Head Start disciplinary procedures.
- Remain on the bus until all children have exited the bus.
- Completes and maintains daily attendance records for each child.
- Distributes information to parents as directed by the Site Coordinator. The ideal candidate has a high school diploma or GED and prior related experience.