

**FRUITPORT COMMUNITY SCHOOLS  
NOTICE OF INTENT TO EMPLOY**

**POSITION:** Bus Aide

**DEPARTMENT:** Transportation

**General Summary of Position:** Assist in the safe transportation of special education students to ensure a safe and hazard free environment for all students.

**Essential Job Responsibilities:**

- To provide safe and comfortable conditions for pupils who ride the bus.
- To assist pupils as they enter and leave the bus and assist in loading and unloading students in a wheelchair.
- To see that pupils are seated before the vehicle is in motion. Assist pupils in refastening seat belts as necessary.
- To observe pupil behavior and take positive action in correcting behavioral problems.
- To assist in bus emergency evacuation.
- To assist in the proper securement of wheelchairs.
- To assist in proper passenger restraint securement.
- To keep all students, parents, and staff information confidential.
- To have a positive attitude in working with students, parents, community members, and other staff members.
- To prepare reports and keep all records as required.
- To assist with any medical condition of any student.
- To perform other related duties as required.

**Qualifications:**

- High school diploma or GED equivalency.
- Prior experience working with children.
- Ability to lift a minimum of 45 pounds.
- Excellent oral and written communication skills.
- Ability to work well with others.
- Must have a good attendance record.

**Internal candidates** interested in applying for this position may do so by sending a letter of interest Transportation Director, Kathy Randall, 3255 E. Pontaluna Rd, Fruitport, MI 49415.

**External candidates** interested in applying for this position may do so by clicking on the Departments tab and then selecting the Employment tab on our website: [www.fruitportschools.net](http://www.fruitportschools.net)

**DATE OF POSTING:** August 1, 2023

**DATE POSTING ENDS:** Until Filled

Fruitport Community Schools | 3255 East Pontaluna Rd. | Fruitport, MI 49415 | 231-865-4001  
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