

The following responsibilities and regulations are applicable to drivers and aides, but do not cover all situations which may exist.

1. Perform duties and responsibilities as indicated in the district's "School Bus Driver Job Description."
2. Meet the requirements of "State of New Mexico Standards for Providing Transportation for Eligible Students" (SBE Regulation 95-1).
3. Obey all regular school bus operational regulations, state and local policies, and traffic laws.
1. Complete all reports as required.
2. Refrain from administering any medication to students unless a licensed physician has ordered its administration and the school nurse has verified the appropriateness of its administration on the bus.
3. Exercise patience, understanding, and mature judgment in working with disabled students.
4. Maintain order and discipline on the bus at all times.
5. Report to building level administrators in writing those students who fail to adhere to "Student Responsibilities" set forth in district policy or that endanger themselves or others in any way. Share with administrators details, any unusual episodes or attitudes, etc., as these may have safety, medical, or other implications. Administrative procedures will be followed when exclusion of a child from the bus is considered.
6. Communicate effectively with parents and school staff.
7. Utilize and safely operate any special equipment related to students' seating, loading, and unloading needs.
8. Know the appropriate procedures to take in case of a traffic accident or breakdown.
9. Maintain the bus schedule for pick-up and delivery of students as closely as safety will permit.
10. Adhere to the established and district-approved route unless there is an emergency.
11. Ensure that disabled students are not left unattended at the drop-off point.
12. Properly and responsibly operate the two-way radio to conduct necessary school bus business.

13. In addition to the above, the bus aide shall:
- A. Assist in the loading and unloading of students.
 - B. Maintain control of students while on the bus.
 - C. Tend to any special needs of the students while they are on the bus and while they are being loaded and unloaded.
 - D. Assist the driver in times of need and during any emergency.