

# ROBERT SMITH

## Jr. School Bus Aide

**E-mail:** info@qwikresumc.com

**Phone:** (0123)-456-789

### SUMMARY

Actively seeking a School bus aide position where can utilize skills, experience, and education to provide growth opportunities and to obtain an entry position where skills, experience, and education will have valuable acceptance.

### SKILLS

Customer Service, Microsoft Office.

### WORK EXPERIENCE

#### Jr. School Bus Aide

ABC Corporation - October 2013 – August 2014

- Assists students in wheelchairs on and off the bus.
- Creates and maintains a safe environment for all students on the bus.
- Responsible for students travelling on the school bus in a wheelchair or student restraints, ensures that they are appropriately secured.
- Ensures that those students who are occupying seats fitted with seatbelts, that their seatbelts are appropriately fastened.
- Attends, were necessary to the needs of individual students.
- Demonstrates a positive, caring and supportive attitude to students at all times, including, where appropriate, engaging students in conversation.
- Liaises with the driver on issues such as behaviour management, safety and comfort of students on the school bus.

#### School Bus Aide

Delta Corporation - 2011 – 2013

- Maintain cleanliness of bus Check attendance of students Write Incident Reports when necessary.
- Make sure passengers follow all safety guidelines while bus is in motion.
- Assist with loading/unloading bus.
- Escort passengers across street on the way to school; upon return home.
- Ride along with the bus driver, making sure the ride is safe to & from school, (No fights, sitting down, no distractions).
- Also I assist special neestudentsnts who can not buckle there seat belts.
- This is Dummy Description data, Replace with job description relevant to your current role.

### SCHOLASTICS

- Diploma - (Rasmussen College - Bloomington, MN)