



BUS ATTENDANT

Job Overview

The job of Bus Attendant was established for the purpose/s of providing support within the student transportation services area with specific responsibilities for assisting special education students during transport to and from school and/or special activities; ensuring orderly entering and leaving of bus patrons; maintaining seat chart of riders; and ensuring the safety and sanitation of assigned vehicles.

This job reports to the Supervisor, Transportation Office or Special Education.

Essential Functions

- Assist the bus driver for the purpose of handling emergency situations until the driver can take over.
- Assists special education students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.
- Monitors students with special needs until released to teacher, instructional assistant, parent, etc. for the purpose of ensuring the safe transportation of all passengers.
- Prepares reports (e.g. seating chart of assigned riders, incident reports, passenger misconduct, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- Secures students and/or their equipment (e.g. restraints, checks wheelchair tie downs, seat belts, opens ramp, etc.) for the purpose of ensuring the safety and well-being of students.
- Attend meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

The job is performed in a generally hazard free environment.

Generally, the job requires 90% sitting, 5% walking, and 5% standing.

Physical Requirements: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Job related experience

Minimum education: High School Diploma or equivalent.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Ability to adhere to safety practices, administer first aid, apply pertinent codes, prepare and maintain accurate records, and operate equipment used in transporting special needs students.
- Knowledge of safety practices and procedures, emergency evacuation techniques, first aide, health standards and hazards, state regulations and laws pertaining to the operation of school buses, and child behavior.
- Ability to be attentive to detail, display tact and courtesy, establish and maintain effective working relationships, communicate with diverse groups, maintain confidentiality, and work as part of a team.

**Required Testing:**

None Specified

Required Certificates and/or Licenses:

CPR/First Aid Certificate

FLSA Status:

Non-Exempt

Continuing Education/Training:

None Specified

Clearances:Criminal Justice Fingerprint/Background
Clearance**Employee Type:**

Classified

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