



## 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 Supervisor, Transportation Office or Special Education.

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### Job Functions

- Assists 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.
- Attends in meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job 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.



# Williamson County Schools

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**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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