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<b>Position:</b>	<b>Bus Attendant</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Transportation</b>	<b>Pay Grade:</b>	<b>9</b>
<b>Reports To:</b>	<b>Director</b>		

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### **SUMMARY**

Instructs, reinforces and supports appropriate bus riding behaviors and may implement specific behavioral modification programs with students, including students from special education programs while they ride the bus to and from school or other district related activities.

### **DISTINGUISHING CHARACTERISTICS**

This is an entry-level position within the Transportation department, with appropriate training and licensing the next level of advancement would be Bus Driver; advancement is also possible at a school site to the position of Campus Safety Coordinator.

### **ESSENTIAL TYPES OF DUTIES** (Examples)

- Provide transportation support to all students that utilize the district's transportation services including students from special education programs or with special needs;
- Ride assigned bus, sit with students to and from school; As needed assist Bus Driver with unloading, loading and securing of students and equipment; Escorts students from bus to the classroom upon arrival at school and from the classroom to the bus upon departure from school as required;
- Instructs and reinforces appropriate bus riding behaviors which include rules regarding safety and good manners; Implements specific behavioral objectives with individual students to help shape positive behaviors;
- Charts students' performance on the bus for report to parents and teachers on a daily, weekly or other designated reporting basis;
- Communicates with drivers, students, teachers and parents regarding any special needs for students, bus schedules, seating arrangements and other related concerns or questions;
- Performs bus cleaning and inspection duties such as washing of windows, trash removal, cleaning of seating surfaces, etc., as required;
- Maintains current knowledge of safety and emergency protocols for bus transportation; provide basic medical and first aid care during emergency situations;
- Responsible for attending annual compliance training with Bus Drivers which includes safety and first aid training; and

- Performs other duties as required to accomplish the objectives of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires an understanding of the policies and procedures for instructing and enforcing appropriate bus riding behavior and safety protocols for students' using transportation services. Requires sufficient human relations skill to achieve harmony with a small group of children.

**Abilities:** Incumbent must be able to demonstrate patience and composure sufficient to monitor and control the behavior of children, including those with special needs. Requires the ability to perform basic record keeping duties in order to report student performance on a routine basis.

**Physical Abilities:** Requires walking and standing, sufficient hand and arm movement to grasp and secure light-to-medium weight objects. Requires visual acuity and hearing and speaking ability to carry on routine conversations.

**Education and Experience:** High School diploma or GED is required. Previous experience working with children in an unstructured group setting is preferred. Reading and writing skills sufficient to prepare basic reports is required. Satisfactory completion of a ten hour training course for bus attendants within probationary period.

**Licenses and Certificates:** TB Test clearance, Criminal Justice Fingerprint clearance, and valid ARC First Aid and Cardiopulmonary Resuscitation Certificates.

**Board Approved: August 22, 2013**

**Board Reviewed: February 13, 2019**

**Revised: January 31, 2019**