

Job Code 400
Level B
Revised: 07/05

TRANSPORTATION ATTENDANT

QUALIFICATIONS

A. REQUIRED

- High school diploma or equivalent
- Willingness to obtain First Aid and CPR certifications for children and adults from either the American Red Cross or American Heart Association, as a requirement of the position

B. DESIRED

- Experience working with physically challenged students
- Experience with behavior management

SUMMARY

Supervises and assists students under the direction of the bus driver. Operates specialized and adaptive equipment for students being transported in District vehicles.

Reports to: Director of Transportation

ESSENTIAL FUNCTIONS

- Assists students with boarding and disembarking the school bus and crossing the street
- Ensures that students are seated safely and when required, ensures that students are securely fastened in wheelchair tie-downs, harnesses, seat belts and/or car seats
- Operates wheelchair lifts, as necessary
- Assists bus driver with the behavioral management of students and keeps student records, as needed
- Assists bus driver with evacuation and emergency management, if necessary
- Administers first aid care and cardiopulmonary resuscitation to students, if necessary
- Supervises use of assistive devices
- May operate communication devices to maintain contact with the dispatcher
- Implements specialized IEP services, as directed
- Performs duties with patience, courtesy, tact and with attention to safety issues
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to lift and move children weighing 50 pounds or more
- Ability to bend, stoop, twist, squat, kneel and climb steps
- Ability to work effectively with students
- Ability to communicate effectively with students, parents and other staff
- Ability to exercise judgment in accordance with established procedures
- Ability to comprehend and follow written and oral instructions