

BUS ATTENDANT FOR SPECIAL NEEDS STUDENTS**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. High School Diploma or equivalent is required.
2. Must be twenty-one (21) years of age or older.
3. Ability to adapt to students' specific needs.
4. Physically capable of assisting and securing students with disabilities.
5. Physically capable of maintaining balance while walking or standing on a moving bus.
6. Pass a pre-employment drug screening and participate in random and post incident drug screening.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Director of Transportation

Supervises: N/A

Job Goals:

To assist the bus driver in providing transportation for special needs students to and from school, and on extracurricular activities in a safe, efficient, and pleasant manner.

Essential Duties and Responsibilities:

1. Regular and predictable attendance.
2. Maintains high standards of ethical behavior and confidentiality.
3. Interact with students, district employees, and the public in a professional manner.
4. Demonstrate good judgment in all situations.
5. Obtain, when offered, and maintain First-Aid and Cardiopulmonary Resuscitation (CPR) certifications.
6. Complete Crisis Prevention Institute (CPI) training when offered.
7. Learn and follow all applicable laws, regulations, policies and procedures relating to equipment used and special needs attendant duties.
8. Supervise authorized passengers on the bus as they are transported to and from school, special events, and field trips.
9. Assist special needs students to safely load and unload from the bus with any required equipment such as wheelchairs, walkers, canes, and oxygen equipment during regular operations and in emergency situations.
10. Safely position students, in seats, fasten seat belts, and safety vests as needed.
11. Understand the needs of students transported; use approved behavior modification tools and techniques to ensure safe and comfortable transportation for everyone onboard the bus.
12. Maintain and update a file of each student's health form on the bus.
Maintain the district approved log of significant events that occur while transporting students.
13. Shares responsibility with the bus driver for the following:
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- a. Keeping a clean bus.
 - b. Maintaining a current list of the students transported, route, stop times, and keeping route sheets and maps accurate and current.
 - c. Utilization of two-way radio as needed.
 - d. Activating EMS and notifying dispatch in medical situations as needed.
 - e. Informing and directing authorized passengers regarding safety, enforcing District 93 rules, applicable regulations, and laws.
 - f. Reporting significant student conduct issues to appropriate transportation and/or
14. Attend workshops, in-service, and safety meetings as required by the Special Needs Coordinator and /or the Director of Transportation.
 15. Perform daily attendant inspections ensuring special needs safety equipment is in good condition and properly stored on the bus. Report deficiencies to the driver, mechanics, and/or Special Needs Coordinator as needed.
 16. Report in a timely fashion all accidents, complete required paperwork and participate in post-accident drug screening if required by management.
 17. Assist in the planning, organizing, and implementation of student safety and pupil transportation vehicle evacuation drills.

Other Duties and Responsibilities:

Performs all other duties as assigned.

Terms of Employment:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

This position will be up to 5.0 hours per day; 174 days per year. Salary placement will be determined by the Transportation Salary Schedule as adopted by the Board of Trustees.

Evaluation:

Performance of this position will be evaluated annually by the Transportation Supervisor.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be able to:

TRANSPORTATION

FLSA Status – Non-exempt

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- Lift, carry, push and/or pull items up to a maximum of 50 pounds with a strength factor of heavy work.
- Control a 100-pound or heavier student in a tantrum and restrain with assistance.
- Bend at the waist, kneel or crouch.
- Possess dexterity of fingers to fasten harness and seatbelts, and while securing wheelchairs to the bus.
- Hear and speak to exchange information in person and on the telephone.
- Sit, walk and stand for extended periods of time.
- Maintain balance standing on the bus while in motion or starting and stopping.
- See to read a variety of materials.
- Possess strength and physical dexterity to pull children from the bus in case of accident.
- Climbing a minimum of five steps to enter and exit school bus.
- Reach horizontally and above shoulders.
- Maneuver wheelchairs up and down ramps or automatic lifts.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions including slippery surfaces (i.e. bus steps), moving mechanical parts, and fumes or airborne particles. Additional hazards include contact with dissatisfied or abusive individuals and possible exposure to bodily fluids and infectious diseases. The noise level in the work environment is usually moderate, although on occasions it can be loud.

Reviewed _____ Revised 11/05
04/07
07/12
12/16
09/17
11/17

NOTES:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

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