Grand County School District
EACH STUDENT, EVERY DAY.

Grand County School District. Moab, Utah
Classified Job Description

Job Title:	**Bus Attendant**
Department:	**Transportation**
Reports To:	**Transportation Director**
FLSA Status:	**Non Exempt**
Salary Schedule:	**Per GCSD Classified Salary Schedule**
Hours of Service:	**Varies depending on daily schedule and duty**

JOB DESCRIPTION

The Aide – Bus SPED supports student transportation services by assisting special education and Pre-K students during transportation to and from school or school activities. The position works with the bus driver to ensure safe loading, unloading, and transport of students while maintaining appropriate student supervision and vehicle safety.

ESSENTIAL FUNCTIONS

- Assist in the safe loading and unloading of students with disabilities on/off buses.
- Ensure that safety vests, seat belts, and wheelchair tie-downs are properly secured.
- Assist bus driver with operation of wheelchair lift.
- Ensure that supportive devices (e.g. oxygen tanks, crutches, walkers) are loaded and properly secured. May be exposed to bodily fluids from students.
- Perform general supervision of students while on the bus:
    - Monitor students' positions in seats including car seats and wheelchairs.
    - Monitor clothing and covering for appropriate temperatures.
    - Monitor behavior of students while on the bus and implement behavior programs as outlined by the school team. Provide appropriate interventions as necessary to control behaviors on the bus.
    - Monitor health and safety of student riders. Provide basic first aid, if necessary, to students in physical distress (e.g. seizures, respiratory distress).
    - May be exposed to physical and verbal student behavior including, biting, kicking, hitting, spitting and swearing.
- Review with the bus driver, schools and parents the health information on students detailing specific health needs. Maintain confidentiality of student information.
- Maintain professionalism with parents, teachers and drivers.

- Review evacuation plans for all students on route with bus driver yearly, promoting quick and safe evacuation during an emergency on the bus.
- Helps the bus driver clean and sanitize the bus and equipment. May be exposed to bodily fluids.
- Attend all required department in-service training (e.g. CPR and First Aid training, safety and evacuation procedures, airbrakes, etc.).
- Assist substitute drivers with bus route as needed.
- This position requires punctual and regular daily attendance.

MINIMUM REQUIRED QUALIFICATIONS

All positions require selected candidates to be fingerprinted and successfully pass a criminal background check. Additional minimum required qualifications for this position are:

- High school diploma or equivalent
- Speak, read, write, analyze, understand, and follow written and verbal communication in English including grammar and punctuation; listen to, and understand information and ideas presented verbally or in writing
- Must successfully pass and maintain the ability to complete the USBE Physical Assessment
- Hold or obtain CPR and First Aide Certificate within six months of hire
- Adaptability and understanding of cultural differences and in working in a diverse environment while coping with stressful situations related to students.

COMPETENCIES (Knowledge, skills, abilities)

- Ability to work effectively with individuals with disabilities.
- Ability to work effectively with Pre-K aged students (3 and 4 years old).
- Ability to learn tasks quickly and work with minim supervision.
- Ability to learn and implement emergency procedures associated with a school bus.
- Ability to apply common sense understanding to carry out essential duties of this position.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

- The employee is occasionally exposed to wet and/or humid conditions.
- The employee is frequently exposed to moving mechanical parts, outside weather conditions, extreme cold, extreme heat, and vibration.

- The noise level in the work environment is usually moderate to loud.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear.
- The employee frequently is required to stand, walk, and reach with hands and arms.
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, bend, twist, or crawl; and taste or smell.
- The employee must occasionally lift and/or move up to 55 pounds.
- The employee must be able to drag up to 125 pounds for 50 feet.
- The employee must frequently push or pull up to 35 pounds and occasionally push or pull up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.

It is the employee's responsibility to review and adhere to all district policies and procedures. This information may be reviewed at www.grandschools.org