

## **HAMILTON SOUTHEASTERN SCHOOLS**

### **JOB DESCRIPTION**

**POSITION:** BUS ATTENDANT

**QUALIFICATIONS:** Passed a pre-employment drug test;  
Graduated from high school and be at least 21 years of age;  
Physical ability to repeatedly walk up and down steps and have  
some limited lifting capability.

Reports to: Director of Transportation

### **PERFORMANCE RESPONSIBILITIES:**

1. Provide assistance to all students that need help entering and exiting the school bus.
2. That assistance includes, but is not limited to, helping students climb or descend bus steps as needed, properly seating students if necessary, insuring that students requiring car seats are properly seated and the seat is properly secured, making sure all student possessions are properly stored and safeguarded and acting as a navigational aid to any substitute driver.
3. Secondary duties may include operation of a wheelchair lift, tie down of wheelchairs and student discipline. All secondary duties will be determined by the driver and aide working together as a team.
4. Training will include CPR and training tailored to individual students as determined by the school nurse, in cases of unusual physical or psychological needs.
5. If so desired by the aide, training will be provided for licensing as a school bus driver.

### **PERSONAL AND PROFESSIONAL RESPONSIBILITIES:**

1. Nurture a positive relationship with super-ordinates, subordinates and peers.
2. Demonstrate respect for super-ordinates, subordinates and peers.
3. Support corporation decisions and direction relative to matters of policy and administrative directives. Work as a team player.
4. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
5. Address concerns and offer suggestions in an appropriate and confidential manner.