

CLASSIFIED VACANCY	Santa Maria Joint Union High School District 2560 Skyway Drive Santa Maria, California 93455 (805) 922-4573 x4304
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DATE:	September 17, 2025
POSITION(S):	Transportation Attendant SMJUHSD- All Sites 9.5 months/year
SALARY:	\$20.80/hour (Step A) Range 12 2024/25 Salary Schedule
HOURS:	5 hours/day minimum guarantee. Monday through Friday
DEADLINE:	Sunday, September 28, 2025 5:00 p.m.
APPLICATION PROCEDURE:	Visit the Human Resources Website at www.smjuhsd.k12.ca.us Copy of 1st Aid and CPR certificate(s) required. <i>(online courses must be endorsed by Red Cross/American Heart Association)</i>
JOB DESCRIPTION:	See next page.

Santa Maria Joint Union High School District programs, activities, practices and employment shall be free from unlawful discrimination, including discriminatory harassment, intimidation, and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identifications, age, religion, marital, family or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Penal code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the District's Discrimination, Equity and Title IX Compliance Officer Mr. Salvador Reynoso, Director of Human Resources, at 2560 Skyway Drive, Santa Maria, CA 93455, (805) 922-4573 and/or sreynoso@smjuhsd.org. A copy of SMJUHSD's Uniform Complaint Procedures, Non-Discrimination Policies, Sexual Harassment Policies are available upon request.

TRANSPORTATION ATTENDANT

BASIC FUNCTION:

Under the direction of the Transportation Manager, ride a school bus to provide safe and secure transportation for students with physical and educational handicaps; assist drivers in the loading, unloading and securing handicapped students.

REPRESENTATIVE DUTIES:

- Ride a school bus to provide safe and secure transportation for students with physical and educational handicaps. **E**
- Assist drivers in providing instruction to students for the proper procedures in riding a school bus. **E**
- Assist drivers in the safe loading, unloading and securing handicapped students; assure seat belts and wheelchair breaks and clamps are secured as required. **E**
- Operate equipment, including wheelchair lifts, tie downs, seat belts and other adaptive equipment as necessary. **E**
- Provide basic medical care and first aid to students according to established District procedures and policies; tend to medical needs and emergency situations including seizures, convulsions and behavior, and restrain according to established guidelines; contact local emergency services personnel as necessary. **E**
- Communicate with students, teachers and parents regarding special needs for students, bus schedules and other related concerns or questions. **E**
- Interact with students to maintain order and discipline on bus as required; monitor student activities and assure compliance with bus safety procedures.
- Assist in fueling and maintaining fuel and mileage record logs at pumping station. **E**
- Assist in maintaining the interior and exterior cleanliness of the bus. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Operation of wheelchair lifts, seat belts, restraining devices and wheelchair clamping devices.

Safe practices concerning school bus transportation.

Problems and concerns of students with special needs.

Health and safety regulations.

ABILITY TO:

Ride a school bus for students with special needs and assist school bus driver in maintaining discipline while bus is in operation assuring safety of students.

Assist student loading, unloading and seating arrangements as required.

Understand and relate to students with special needs.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Lift students according to established guidelines.

Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificates.

WORKING CONDITIONS/ENVIRONMENT:

School bus environment.

Considerable distraction from bus activities.

PHYSICAL ABILITIES:

Sitting for extended periods of time.

Seeing to monitor student activities.

Carrying, pushing, or pulling adaptive equipment and students.

Hearing and speaking to exchange information to parents, teachers, and drivers.

Bending at the waist.

Kneeling.

7/1/08
SMJUHSD
Range 12