

**Job Title:** Non-Instructional Bus Attendant  
**Classification:** Transportation  
**Reports To:** Building or Department Administrator

**General Description:** Under the direction of the Building Administrator, is responsible for applying specialized skills supporting the transportation of students to and from school. This position may include, but not be limited to, the following performance responsibilities, qualifications, knowledge, skills and abilities.

**Performance Responsibilities/Essential Functions:**

1. Provides assistance as necessary during transportation route.
2. Provides supervision of behaviorally challenged students.
3. Provides supervision to special needs or medically fragile students.
4. Takes steps to intervene when students may be in dangerous or unsafe situations.
5. Exhibits appropriate social skills, and redirects student(s) behavior as needed.
6. Models appropriate behavior for students, interacting positively with students and staff.
7. Assists with personal hygiene as needed.
8. Participates in new learning as determined by the district/building.
9. Performs other duties as assigned.

**Qualifications:**

**Education and Experience:**

1. High school diploma or equivalent.
2. First Aid/CPR with AED certificate.
3. Mandatory De-escalation Training.
4. Blood Borne Pathogen Training, provided at time of hire.

**Knowledge, Skills, and Abilities:**

1. Knowledge and application of safety procedures related to performance responsibilities.
2. Skills in bus safety procedures.
3. Skills in organization, time management, flexibility and multitasking.
4. Skills in verbal and written communication.
5. Reliable.
6. Ability to lift up to 150 pounds with assistance and/or use of a lift.
7. Ability to maintain strict confidentiality of student information at all times, including on site, interdepartmentally, between buildings, and within the community.
8. Ability to take direction in a professional manner and follow through.
9. Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.
10. Ability to maintain good working relations with co-workers, staff, students and community members.

11. Ability to follow SSD policies, procedures and protocols.
12. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
13. Ability to provide a positive and service-oriented attitude to any and all staff, parent and community member.

**Working Environment & Physical Requirements:**

In terms of an 8-hour day, "Seldom" = 1-33%, "Occasionally" = 34-66%, "Frequently" = 67-100%  
Seldom: sit/stand, carry up to 10lbs., push/pull, twist, bend, squat/crouch, perform repetitive arm/hand motion including fingering/pinching/gripping/keyboarding; Seldom/Occasionally: stoop, climb stairs, walk on uneven ground, reach above shoulder height; Occasionally/Frequently: lift up to 10 lbs., handle/grasp. Generally, the job requires 60-70% walking; 20-30% sitting and 10-20% standing.

This job description outlines the general nature and level of work performed by employees in this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Revised: 03/2020; 12/2024