

**ST MARY PARISH PUBLIC SCHOOLS**  
**BUS ATTENDANT JOB DESCRIPTION**

**POSITION:** SCHOOL BUS ATTENDANT

**REPORTS TO:** School Bus Driver and Supervisor of Transportation

**TERMS OF EMPLOYMENT: SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**QUALIFICATIONS:**

- 1. All state requirements.
- 2. Must demonstrate aptitude and competence for assigned responsibilities.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Non-Exempt

**JOB GOAL:** To assist in providing safe transportation so that students may enjoy the fullest possible advantage from the parish curricular and extra-curricular program.

**PERFORMANCE RESPONSIBILITIES:**

- 1. To assist the bus driver in maintaining safety, comfort and good student conduct on the bus.
- 2. To assist young or disabled students in getting on and off the bus.
- 3. To collect and turn over to the school secretary those personal items left on the bus and to be certain no children remain on the bus at the conclusion of a route.
- 4. To assist with the loading and unloading of the bus at schools.
- 5. To assist the driver in negotiating through particularly hazardous areas such as turning areas.
- 6. To strive to maintain good public relations between passengers, school personnel, parents and the community.
- 7. Assist driver in providing written records of violations of the student code to the transportation supervisor.
- 8. To be punctual and reliable in the performance of his/her duties and to maintain a good attendance record.
- 9. To work cooperatively and in harmony with administrators and co-workers.
- 10. To exhibit a working knowledge of the St. Mary Parish Policies and Procedures newspaper.
- 11. To maintain valid CPR certificates.
- 12. To be physically capable to lift/carry at least 50 pounds without assistance and 100 pounds with assistance.
- 13. To perform any other duties as may properly come within the scope of said position or maybe assigned by the bus driver, the supervisor of Transportation or the Superintendent.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board’s policy of Evaluation of Non-Instructional/Support Services Staff.

This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_