

Job Title: Bus Attendant or Substitute Bus Attendant
Department: Transportation
Reports To: School Transportation Administrator
FLSA Status: Non Exempt
Salary Schedule: SC lane 02



SUMMARY

Work in collaboration with the driver to provide for the safety and special needs of students with disabilities being transported to school. The position requires the attendant to lift and position students, implement behavior management programs, operate a variety of special needs devices such as wheelchairs, lifts, etc., and safely manage students and communicate with students with special needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Assists Bus Driver in safely transporting children to and from school.

Assists Bus Driver in maintaining a clean and properly inspected vehicle including pre and post trip inspections.

Assists in the safe and orderly loading and unloading of children; be aware of proper child lifting techniques and proper operation of special equipment.

Enters and exits the school bus safely in a reasonable amount of time.

Properly secures and release students that ride the bus.

Follows proper procedure for emergency evacuation including location and use of emergency equipment. Evacuates children who may or may not be ambulatory during an emergency.

Adheres to safe work practices and procedures.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to work effectively with individuals with disabilities. Ability to learn tasks quickly and work with minimum supervision. Ability to learn and implement emergency procedures associated with bus.

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or six months to one year related experience and/or training; or equivalent combination of education and experience.

Previous experience working with individuals with disabilities preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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.

The employee must be able to pass the Pre-Employment Fitness for Duty Assessment.

WORK ENVIRONMENT *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.*

While performing the duties of this job, the employee frequently uses safety equipment such as seat belts and safety straps. 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.

Employees working under this position description are considered to have regular contact with students who may place the incumbent at risk to bodily fluids. These employees are eligible to receive the Hepatitis A and B vaccines from the Southwest Utah Public Health Department, at no cost.

Prepared By: School Transportation Administrator		Date: 6/16/2006	
Approved By: Executive Director, Human Resources		Date: 6/29/2006	
☐ Review	☒ Revised	By: School Transportation Administrator	Date: 11/7/2011
☐ Review	☒ Revised	By: School Transportation Administrator	Date: 12/14/2015
☐ Review	☒ Revised	By: HR Assistant Director	Date: 10/20/2017
☐ Review	☐ Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	