



Title: **BUS ATTENDANT**
Reports to: Transportation Field Coordinator
Department: Transportation

Pay Grade: 102
FLSA Status: Non-Exempt
Length of Assignment: 186 days

Summary

Assist the bus driver with the care and safety of students and other authorized persons being transported to and from school and school-related activities

Essential Functions

1. Perform all duties and responsibilities in a manner that ensures the safety of students.
2. Load and unload students according to individual needs; make frequent checks for safe and orderly transportation of passengers.
3. Assign seating of students; secure students with seat belts and/or safety vests when required; ensure that wheelchairs are secured properly.
4. Check inside of bus for safety and mechanical problems prior to each trip.
5. Ensure that medications and personal property are in backpacks/school bags when students are delivered to school; return lost items to school, students and/or parents.
6. Ensure that children are released to authorized individual(s).
7. Maintain order and safety among the students on the bus in coordination with the bus driver, as assigned. Instruct students on safe riding rules and regulations, and enforce the 10 point "Riding Privilege" rules posted in the bus. Report student discipline problems to the appropriate administrator.
8. Inspect the bus after each trip to ensure that all passengers have exited the bus. Check that all windows and doors are securely locked.
9. Maintain accurate time checks and student counts as required for route descriptions. Complete required forms and reports as needed.
10. Follow emergency procedures and assist with the evacuation of students in emergency situations.
11. Attend all required meetings and training programs.
12. Report accidents and student injuries to the bus driver and appropriate administrator.
13. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Follow District safety practices and techniques to perform job duties, including lifting and assisting students; support District/campus goals and follow District policies and procedures.
2. Work irregular hours and additional runs, as needed.
3. Maintain a professional code of ethics and perform other duties as assigned.
4. Participate in professional development activities as required by the District

Qualifications

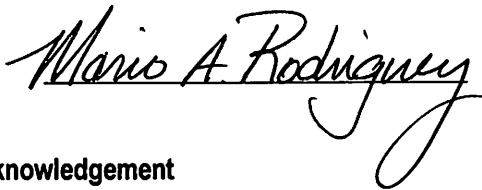
High school diploma or GED; subject to federal drug and alcohol testing regulations; must be able to follow verbal instructions and have effective interpersonal and communication skills; ability to read, write, understand and speak English; must be able to operate safety equipment and adaptive equipment; must be able to work well with children with disabilities.

Mental Demands/Physical Demands/Environmental Factors

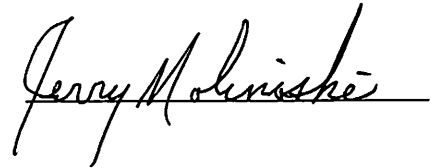
Work with frequent interruptions; maintain emotional control under stress. Requires continual sitting; requires moderate standing, bending, reaching, kneeling and squatting. Must be able to lift, carry, push and/or pull up to 50 lbs. or more repeatedly during the course of work hours.

Approvals

For Dept:



For Human Resources:



Employee Acknowledgement

I hereby acknowledge receipt of my personal copy of this job description and agree to all duties and responsibilities outlined.

Print Name

Date

Signature