

<b>Job Title:</b>	Bus Attendant	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports to:</b>	Special Needs Program Manager	<b>Pay Grade:</b>	TR 1
<b>Dept./School:</b>	Transportation	<b>Date Revised:</b>	January 15, 2010

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### **Primary Purpose:**

Responsible for safe and orderly transportation of students with disabilities on assigned route. Assist the driver of a school bus that transports students with disabilities and other authorized personnel to and from schools or designated locations.

### **Qualifications:**

#### **Education/Certification:**

Certification in non-violent crisis intervention procedures, preferred  
Current certification in cardio-pulmonary resuscitation (CPR)

#### **Special Knowledge/Skills:**

Must be 21 years of age  
Ability to follow written and verbal instructions  
Ability to communicate effectively  
Ability to manage student behavior (i.e., ADHD, ADD, MR, Autistic, and Down Syndrome), etc, as required  
Ability to operate equipment on the bus  
Ability to read a map preferred  
Training on emergency evacuation procedures  
Knowledge of student discipline procedures  
Complete Special needs in-service training

#### **Experience:**

Two years experience working with students, preferred

### **Major Responsibilities and Duties:**

#### **Vehicle Operation**

1. Attendant must help driver to follow assigned route and adhere to established schedules.
2. Operate all special needs equipment i.e. (wheel chair straps, vest, wheel chair lift).
3. Help driver check bus for mechanical defects before and after each operation. Complete district forms.
4. Assist Driver in reporting all accidents, vehicle damage, student injuries, mechanical failure, and complete required reports.

(2 of 3)

**Special Needs Bus Attendant**

5. Help keep assigned bus clean and fueled (1/2 tank or less).
6. Complete all forms and reports. Assist the driver in maintaining the Special Needs bus binder of student and bus information.

**Student Management**

7. Help students with disabilities get on and off bus according to their individual needs.
8. Supervise students as they board and leave bus.
9. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
10. Maintain appropriate discipline for students with disabilities and report student discipline problems to appropriate administrator.
11. Maintain appropriate discipline with students having more serious discipline behaviors.
12. Instruct students and enforce safe riding rules and regulations.
13. Provide direct supervision of students while bus is in motion.

**Safety**

14. Help Driver to inspect bus to ensure bus can be operated safely before driving.
15. Help Driver to ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, and reflectors.
16. Correct unsafe conditions in work area that could cause an accident and inform supervisor of any conditions that are not immediately correctable.
17. Assist Driver in reporting any hazardous conditions along scheduled routes.
18. Adhere to all procedures regarding wheelchair loading and unloading or tie down.

**Other**

19. Operate two-way radio equipment to communicate with transportation office. (When Driver is off the bus.)
20. Work irregular hours as needed.
21. Attend and complete required training program specific to special needs children. Physically guide the bus drivers actions whenever the bus is being backed or when required when bus is close to obstacles.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

School bus, wheelchair lifts ramp, 6 point wheel chair straps, locks, seatbelts, vest, car seats, special adaptive equipment, safety equipment (reflective signs), and fire extinguisher.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control. Continual sitting, reaching, and repetitive hand and arm motions; pushing, pulling, moderate lifting. Work outside and inside; moderate exposure to extreme temperatures and vehicle fumes.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Employee \_\_\_\_\_ Date \_\_\_\_\_