

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: School Bus Attendant

(FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien
2. High School Diploma or its equivalent
3. Eight Hour Paraprofessional Training
4. Red Cross First Aid Course
5. CPR Course

REPORTS TO: Director of Transportation or Principal of Assigned School

JOB GOAL: To provide assistance to the bus operator in providing safe transportation of students with exceptionalities from their homes to their assigned schools and back home.

JOB SUMMARY:

This work requires the school bus attendant to be punctual and present on the bus at all times when on designated route, to assist the bus operator in furnishing safe transportation to and from school for the students with exceptionalities that are assigned to their bus.

ESSENTIAL JOB FUNCTIONS:

1. Presence is required on bus at all times when students are being transported.
2. Supervises students with exceptionalities students at all times while in transit.
3. Ensures that all protective safety devices are in use and fastened properly.
4. Assists students on and off the bus at designated stops, when necessary, to assure safe entrances and exits to and from the bus.
5. Occupies a seat on the bus from which to easily assist the riders.
6. Secures a certified substitute school bus attendant as needed.
7. Attends all training sessions as required by the Transportation Department.
8. Arranges for a substitute bus attendant in the absence of the regularly assigned attendant.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Performs all other duties commensurate with the fulfillment of responsibilities of a school bus attendant as assigned by the Transportation Department.
2. Other necessary training required by Board and State.

PHYSICAL DEMANDS:

1. Possesses physical ability adequate to perform job responsibilities.
2. Must be able to assist special students in boarding and exiting the bus.
3. Should be able to assist wheelchair bound students while on the bus.
4. Has the ability to help position students for seat buckles.
5. Some lifting will be required to assist physically challenged students.
6. Some pushing, pulling, and reaching is expected.
7. Able to assist, restrain, and comfort a physically challenged student to ensure safety for him and others while on the school bus.

TERMS OF EMPLOYMENT: Nine (9) months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____
(Director of Transportation)

Reviewed and Agreed to by: _____ **Date:** _____
(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Department

Copy - Supervisor

Copy - Employee

(Rev. 4/2021)