

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** Bus Attendant/Van Driver

**EMPLOYEE CATEGORY:** 6/Educational Support Personnel

### **QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Must be able to communicate with children.
3. CPR training preferred.
4. Must have a valid Florida Driver's License and verification of an acceptable driving record through Department of Motor Vehicles (DMV).

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and understanding of children especially exceptional education students. Knowledge of and ability to use crisis intervention techniques. Ability to follow directions and work as a team. Knowledge of CPR and basic First Aid.

**REPORTS TO:** Coordinator of Transportation

### **JOB GOAL**

To assist the bus driver in providing for the care and safety of students while being transported to and from school or to transport students safely and efficiently in a School Board owned vehicle to and from their school sites and/or special events.

**SUPERVISES:** N/A

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

1. Assist with safe loading and unloading of students.
2. Enforce safety rules for students.
3. Monitor student behavior.
4. Administer to the individual needs of the students as required.
5. Escort students to class or office if needed.
6. Assist driver with keeping bus clean and with keeping needed supplies on the bus. If assigned to drive a Board owned vehicle, assist in keeping vehicle clean.
7. Be familiar, if assigned to exceptional education students, with each student's exceptionality.
8. Be aware, if assigned to exceptional education students, of each student's physical needs.
9. Assist, if assigned to exceptional education students, with door-to-door loading and unloading, if needed.
10. Ensure that students are secured (seatbelts, special seats, wheelchairs, and others), and monitor structures and/or equipment to assure safety.
11. Learn evacuation procedures and assist students and driver as necessary.

### **Inter / Intra-agency Communication and Delivery**

12. Interact appropriately with students.
13. Communicate well with bus drivers and supervisor.
14. Keep supervisor informed of potential problems or unusual events.

### **Employee Qualities / Responsibilities**

15. Follow all policies and laws governing transportation.
16. Attend assigned inservice meetings.
17. Become familiar with location and operation of emergency equipment.
18. Follow all transportation policies and procedures.
19. Maintain familiarity with bus route to which assigned.
20. Work independently or as a team member.
21. Maintain a good relationship with bus driver, students, parents and school personnel.
22. Report to work punctually and regularly.
23. Display an appropriate work ethic.

### **System Support**

24. Represent the School Board in a positive manner.
25. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

### **PHYSICAL REQUIREMENTS: Medium Work**

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **For Bus Attendants assigned to students with physical impairments: Heavy Work**

Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT: 9 Month**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

### **EVALUATION: Annually by designated administrator.**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **SALARY ITEM NUMBER: 29**