



LOMPEC UNIFIED SCHOOL DISTRICT

TRANSPORTATION ATTENDANT

JOB SUMMARY:

Under the direction of the Manager of Transportation, ride a school bus to provide safe and secure transportation for students with physical, medical, educational and emotional disabilities; assist school bus drivers in the loading, unloading and securing of disabled students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assess potential emergency situations on the bus and within loading and unloading zones; undertake appropriate action to protect the well-being of passengers.
- Assist drivers with securing students and equipment with restraints, tie downs including wheelchairs and seat belts; ensure the safety and well-being of students.
- Assist special needs students during transport including safe loading and unloading from buses during both emergency situations and normal transport.
- Attend in-service meetings and trainings; receive and convey information to perform job functions.
- Instruct students on bus rules, regulations and maintaining safety.
- Monitor students to prevent distraction to the driver or injury to themselves or other students and passengers.
- Monitor students with special needs until released to teacher, instructional assistant, parent and guardian; ensure students' safety.
- Prepare documentation including incident reports, passenger misconduct; provide written support and convey information.
- Report observations and incidents including discipline, inappropriate social behavior; communicate information to appropriate personnel.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and one-year experience working with special needs children.

Licenses and other Requirements

- CPR/First Aid Certificate.
- Criminal Justice Fingerprint/Background.
- Clearance TB Clearance.

Knowledge of:

- Operation of mechanical lift, wheelchairs, seat belts, restraining harnesses and wheelchair clamping devices.
- Safe practices concerning school bus transportation.

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- Problems and concerns of students with special needs.
- Basic record-keeping techniques.
- Applicable laws, rules and regulations.
- Health and safety regulations.

Ability to:

- Ride a school bus for children with special needs and assist school bus driver in maintaining discipline while bus is in operation assuring safety of students.
- Maintain proper records and documentation.
- Assist student loading, unloading and seating arrangements as required.
- Understand and relate to children with special needs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift students according to established guidelines.
- Maintain confidentiality.
- Observe health and safety regulations.

WORKING CONDITIONS:

Work Environment:

- School bus environment.
- Constant interruptions.

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.

- Sitting for extended periods of time.
- Seeing to monitor bus activities.
- Significant lifting, carrying, pushing or pulling adaptive equipment and children.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling or crouching.
- Climbing stairs.
- Generally, the job requires 60% sitting, 20% walking, and 20% standing.

Hazards:

- Contact with dissatisfied or abusive individuals.
- Potential for contact with blood, other body fluids and communicable diseases.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

Personnel Commission Approval: November 17, 2022

Salary Range: 26

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