



## Job Description

**POSITION CODE:** 982  
**Classified Group:** Teamsters  
**Salary Range:** 13  
**Work Days:** 234  
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**POSITION TITLE:** Bus Attendant I

**DEFINITION:** Under general supervision, maintains order and attends to the needs and safety of students being transported to and from schools.

**DIRECTLY RESPONSIBLE TO:** Director, Transportation Operations or Designee

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Assists in loading and unloading special education students.
2. Positions students in their seats, fastens harnesses, belts, restraints, seatbelts and other devices.
3. Checks and records attendance.
4. Maintains order by stopping fights, controlling excessive noise, and disruptive behavior.
5. Keeps students clean when accidents or illness occur.
6. Moves about the bus to attend to student needs and quiet disturbances.
7. Assists students who have seizures and responds to other emergencies.
8. Assists drivers in the loading and unloading of ambulatory and wheelchairs bound students.
9. Informs drivers and supervisors of abnormal behavior or illness
10. May use basic signs to communicate with some students.
11. Positions in this class may also be assigned general maintenance and clean-up activities in the transportation department.
12. Performs related work as required.

### **QUALIFICATIONS:**

#### Education and Experience:

Experience as a practical nurse, attendant in a nursery or resident school, or working with handicapped children in any capacity is desirable.

#### Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

#### Knowledge, Skills, and Abilities:

- Knowledge of behavior management techniques
- Knowledge of proper lifting techniques in accordance with established guidelines
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and parents
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines

- Ability to remain calm in stressful situations
- Ability to understand and follow verbal and written instruction
- Ability to work effectively with all levels of district staff, parents, and students
- Ability to maintain consistent, punctual and regular attendance

**WORKING CONDITIONS:**

Work Environment:

- School bus environment
- Constant noise
- Continuous contact with students and staff with frequent interruptions and significant distractions
- Contact with dissatisfied and/or uncooperative individuals

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange in person, in small groups, and/or on the telephone
- Operate office equipment requiring repetitive hand movement and fine coordination
- Good physical condition as determined by pre and post-employment inquiries and health reports
- Move about school bus and facilities to conduct work including walking, sitting, stooping, kneeling, crouching, crawling, climbing, standing, reaching with arms and hands, or balancing for long periods of time
- Lift and/or move the combined weight of students and adaptive equipment
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception

Hazards:

- Exposure to fumes, airborne particles, grease, oil or other motor vehicle fluids
- Exposure to and contact with blood or other bodily fluids

Other Characteristics:

- Ability to work a split-shift as required

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 9/23/80  
Revised: 5/29/2019