

BUS ATTENDANT

DEFINITION

Under supervision, maintains order and attends to the needs and safety of handicapped students being transported to and from schools.

ESSENTIAL FUNCTIONS

Assists special education students with safe loading and unloading from buses, including both emergency and normal transport.

Assists special education students with health care and other special needs during transport.

Assists bus driver in positioning students in their seat, fastens harnesses and belts, and secures students to wheelchairs.

Enforces rules and safety regulations.

QUALIFICATIONS

Knowledge of:

First aid and supervision of special education students.

Ability to:

Understand and relate to the needs and behavior of exceptional children; make appropriate decisions independently within the established rules and regulations; remain calm and act appropriately in stressful situations; follow oral and written instructions; establish and maintain effective work relationships with those contacted in the course of performing duties; correctly demonstrate sufficient strength, mobility and range of motion to arm lift 50 pounds and floor lift 50 pounds in an employee entrance evaluation; acquire and maintain a valid first aid and CPR certificate within six months of employment.

Experience:

Previous experience working with children, either volunteer or paid is desirable. Experience with exceptional children is also desirable.

Education:

Equivalent to graduation from twelfth grade.

Approved: