

CLASSIFIED JOB DESCRIPTION

BUS ATTENDANT

JOB SUMMARY:

Under general supervision of the Transportation Director, designee, and/or assigned school bus driver, assists in the care and supervision of pupils with/without disabilities; assists pupils in boarding and exiting a school bus; assures the safety of pupils; maintains appropriate order and conduct on the bus; provides assistance with pupils' healthcare issues; operates with driver as a team in the delivery of services; and performs other duties as assigned.

While on the bus, all attendants are under the authority of the bus driver as dictated by Title V, Section 14103 of the California Code of Regulations, which places authority and responsibility for the safety of the bus and its occupants with the driver.

ESSENTIAL JOB FUNCTIONS:

- Assists bus driver in maintaining order and discipline on the bus for the purpose of ensuring safety and well-being of pupils.
- Assists pupils with/without disabilities on and off the bus and may be required to lift/assist pupils with mobility limitations.
- Ascertain that all pupils are safely seated according to instructions and regulations as determined by the Transportation Department.
- Ensures that all personal belongings/equipment of pupils, such as books, lunches, etc., are properly and safely secured during transit.
- Monitors each pupil's behavior and maintains a quiet orderly atmosphere on the bus at all times to ensure the safety and well-being of all pupils.
- Occupies a seat on the bus that will provide effective oversight.
- Ability to understand the physical and/or mental capabilities of pupils and their needs.
- Establishes and maintains cooperative and effective working relationships with others.
- Assists bus driver with emergency sanitation methods as necessary.
- Assists in the preparation of bus conduct/incident reports.
- Assists in the enforcement of District policies and procedures related to transportation of pupils.
- Assists in instruction of pupils regarding proper bus behavior and emergency procedures.
- Alerts the Transportation Department and/or school personnel of special problems or significant needs of pupils.
- Attends monthly Transportation inservice meetings and training sessions as required.
- Administers first aid according to established guidelines.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to communicate and work effectively with pupils, coworkers, parents, and the public under pressure; understand the physical and/or mental capabilities of pupils and their needs; understand and follow both oral and written communications; learn and apply District policies and procedures; prepare reports; may be required to physically lift and assist pupils as necessary; apply interpersonal skills which reflect patience, tact, and courtesy; and exercise good judgment and discretion. Flexibility in route/bus assignments is a must.

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Page 2

- Applicants must pass a job-related assessment test before they can be considered for a position as a Bus Attendant.
- Valid, District-provided first aid card.
- High school diploma or GED required.

Classified Salary Schedule: Range 16

BOARD APPROVED: 06/26/01

REVISION DATES: 11/16/04

10/24/12

12/10/14

07/18/23

08/09/2023