Position: Bus Attendant	FLSA: Non-exempt
Department: Transportation	Salary Grade: 3
Reports to: Director of Transportation or Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of the Director of Transportation or designee, maintains order to provide safe/secure transportation for students. Duties include attending to students who may have medical, physical, behavioral or emotional needs while they are being transported to and from school in District vehicles. May assist drivers in the loading, unloading, and securing of disabled students, as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Rides a school bus to provide safe and secure transportation for students.
- May assist drivers in the loading, unloading and securing of students and equipment.
- Maintains order and discipline on bus as required; monitors student activities and assures compliance with bus safety procedures; physically restrains aggressive children as necessary according to established procedures.
- May need to move about while bus is in motion to attend to students.
- Communicates with drivers, students, teachers, and parents regarding special needs for students, bus schedules, seating arrangements and other related concerns or questions.
- Maintains current knowledge of emergency evacuation procedures.
- Provides basic medical care and first aid to students according to established District protocols and procedures, as necessary.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Behavior management and crisis prevention techniques for students.
- Proper methods and procedures involved in the care of students with special needs.
- Operation of wheelchairs, seat belts, safety vests, and wheelchair securement devices.
- Safe practices concerning school bus transportation.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.
- First aid and emergency evacuation procedures.
- Proper lifting techniques.

Ability to:

- Show patience when dealing with students.
- Understand and relate to students with special needs.
- Maintain order among students.
- Lift students as needed.
- Follow both oral and written directions.
- Communicate both orally and in writing.
- Maintain consistent, punctual and regular attendance.
- Maintain cooperative and effective working relationships.
- Pass a qualifying Employee Entrance Evaluation.

PHYSICAL ABILITIES

This position requires:

- Walking, sitting, or standing for extended periods of time.
- Bending at the waist.
- Kneeling or crouching to assist students.
- Hearing and speaking to exchange information.
- Seeing to monitor student activities.
- Pushing, pulling, lifting, and carrying supplies and equipment.
- Ability to reach over the head.
- Ability to assist special needs students/wheelchair users and lift/carry 50 lb.
- Ability to maintain balance while vehicle is in motion.
- Ability to restrain students.

EDUCATION AND EXPERIENCE

High School diploma or the equivalent is required. Training and/or experience working with students with special needs is desired.

LICENSES AND CERTIFICATES

Requires:

- CPR and first aid certificate
- Successful completion and certification of Crisis Prevention Training, such as Physical Assault Response Training (PART) (District will arrange for training.)