

Bus Attendant

Purpose Statement

The job of Bus Attendant is done for the purpose/s of assisting special education students during transport to and from school and/or special activities; and ensuring the safety and sanitation of assigned vehicles.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Transportation Supervisor

Essential Functions

- Assists special education students and other passengers for the purpose of providing safe loading and unloading from buses including both normal transport and emergency situations.
- Inspects bus for students at the end of route for the purpose of ensuring that no students are left on the bus.
- Instructs students for the purpose of enforcing rules/regulations and maintaining safety.
- Monitors students with special needs until released to teacher, instructional assistant, parent, etc. for the purpose of ensuring the safe transportation of all passengers.
- Participates in unit meetings, in-service training's, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- Secures students and/or equipment with restraints, tie downs (e.g. wheelchairs, seat belts, etc.) for the purpose of ensuring the safety and well-being of students.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares reports (e.g. incident reports, passenger misconduct, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating equipment used in transporting special needs students.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances;

work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; and working as part of a team. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Post Offer Agility Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range