

# CLASSIFIED

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## SCHOOL BUS ATTENDANT

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Transportation Operations Supervisor, the job of School Bus Attendant is assisting a bus driver in the loading, unloading, care and supervision of special education students.

### DISTINGUISHING CHARACTERISTICS

This class is responsible for the loading, unloading, care and supervision of one or more special education students being transported on District buses. The type of assistance and care varies depending on the individualized disabilities of each child, such as assisting with wheelchairs, suctioning, lifting or carrying students.

### ESSENTIAL FUNCTIONS

- Assist bus driver in the loading, unloading, care and supervision of special education students.
- Assist special education students entering and exiting buses for the purpose of preventing injury and for securing them to their seats en route.
- Control/monitor unruly, disruptive or seizing students for the purpose of preventing distraction to the driver or injury to themselves or other students/passengers
- Escort special education students to/from therapies or classrooms as directed for the purpose of ensuring their safe arrival.
- Attend to students' personal needs and administer suction procedures as directed and/or basic first aid as necessary or in emergencies for the purpose of maintaining health and well-being of students.
- Assist bus driver for the purpose of cleaning interior of bus.
- Evacuate students from the bus for the purpose of moving them to a safe distance from the scene of an accident.
- Instructs new attendants and substitutes for the purpose of orienting them to the safety and behavior issues typical of their route.
- Prepares reports (e.g., incident reports, passenger misconduct) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Assists in the performance of other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES

**KNOWLEDGE** of basic methods of individual supervision; safe driving practices; approved procedures and techniques involved in supervising students and interpersonal skills using tact, patience and courtesy.

**SKILLS** are required to prepare and maintain accurate records, and assist bus driver in loading, securing, and unloading students.

**ABILITY** to learn and apply basic methods and procedures to be followed in controlling or modifying behavior; understanding and following oral and written instructions; ability to write relevant, understandable and legible reports; cooperate with bus drivers, teachers and parents; communicate effectively in English with students, drivers, teachers, parents, emergency personnel and the public;

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exercise good judgment and discretion; and establish and maintain effective working relationships with others.

### WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom/Occasionally                      fingering/fine manipulation (completing paper logs or documentation), standing (assisting students on the bus), lifting up to 10 lbs. at shoulder height and up to 25 lbs. at waist height (positioning wheelchair cover over wheelchair ramp), carrying up to 25 lbs. up to 20 ft. (handling student backpacks or bags), power/firm grasping, reach above shoulder (assisting students), pushing and pulling student in wheelchair and lifting student as assigned by the position, handling/simple grasping, reach at and below shoulder and using hand controls (assisting students), foot controls (wheelchairs), walking (escorting students on/off the bus)

Occasionally/Frequently                      sitting up to four hours while bus is moving

In an emergency situation, the School Bus Attendant must be able to get all students to safety. This may involve lifting, dragging, or carrying a student.

### AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to communicate with students, coworkers and staff. Vision ability to see near, distant, color, depth and peripherally.

### ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a California Class C driver's license (may occasionally operate a District van), work near hazardous equipment/machinery, walk on uneven ground when escorting or exiting students to and from the school bus, tolerate exposure to dust, gas, or fumes, vibration, and extremes in temperature and humidity; clean up vomit, blood, or other body fluids; hazards include a variety of road conditions and emergency situations; potential exposure to communicable diseases and contact with bodily fluids; potential for contact with abusive or physically aggressive student behavior.

### EXPERIENCE

Experience involving working with students is desirable.

### EDUCATION

Any combination equivalent to graduation from high school.

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#### **CERTIFICATES**

Valid California Class C driver's license.

#### **CONTINUING EDUCATION/TRAINING**

Basic First Aid, CPR, and student-required care such as suctioning.

#### **CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.