

SCHOOL BUS ATTENDANT**OVERALL JOB PURPOSE STATEMENT**

Under the direction of the Transportation Operations Supervisor, the job of School Bus Attendant is performed for the purpose of 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 wheel chairs, suctioning, lifting or carrying students.

ESSENTIAL JOB FUNCTIONS

- 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
- 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

OTHER JOB FUNCTIONS

- Perform other related duties as assigned for the purpose of contributing to the effectiveness of the work unit.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS**SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED**

KNOWLEDGE of basic methods of individual supervision; safe driving practices; oral communication skills; approved procedures and techniques involved in supervising students and interpersonal skills using tact, patience and courtesy. Basic First Aid, CPR, and student-required care such as suctioning.

ABILITY to learn and apply basic methods and procedures to be followed in controlling or modifying behavior; understanding and following oral and written instructions; cooperate with bus drivers, teachers and parents; communicate effectively with students, drivers and public; exercise good judgment and discretion; and establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school.
Experience involving working with children desirable.
Licenses and Other Requirements:
Valid California driver's license.

GENERAL WORKING CONDITIONS

Assisting in the loading and unloading of special education students in the school, assisting in the transporting of special education students.