

Twin Rivers Unified School District

Position Description

Position: Bus Attendant		Salary Grade: 104
Board Approved: 12/15/15	Effective: 2/1/2016	FLSA: Non-exempt

Summary

Assists Bus Drivers in supporting the safety and welfare of students while transported to and from school sites and on special trips. Monitors activity and assists with the mobility needs of students.

Distinguishing Career Features

The Bus Attendant is a service-level position that reinforces positive behavior and safety of students while riding district buses. The Attendant also assists students with special mobility needs.

Essential Duties and Responsibilities

- Monitors daily school bus activities to reinforce proper student conduct. Moves about while the bus is in motion to attend to the needs of students, particularly those whom are physically fragile or impaired.
- Ensures safe loading and unloading of students to and from destinations, to include the use of specialized equipment for attending to students with special needs such as wheelchair lifts, tie-downs, and seat belts.
- Works as part of a team with the driver to assist with urgent and emergency bus evacuation procedures.
- Performs routine cleaning and attending to spills or body fluids that occur due to student illness or behavior.
- May fill out incident report forms, and document injuries of students or others while riding on the bus.
- Performs other duties as required to accomplish the objectives of the position.

Qualifications

- **Knowledge and Skills**

The position requires basic knowledge of the habits of school-age students including those with special needs. Requires basic knowledge of bus safety and evacuation procedures. Requires basic knowledge of student health and first aid. Requires knowledge of District policies about student transportation. Requires knowledge of and skill at using a two-way radio and other communications devices, mobility and restraining devices that ensure student safety, and mechanical lifts. Requires sufficient human relations skill to exercise a leadership presence and patience when working with others.

- **Abilities**

Requires the ability to demonstrate the required knowledge and carry out the

responsibilities of the position within a reasonable time frame. Requires the ability to be patient and understanding with handicapped and special needs students. Requires the ability to learn and operate safety restraining and wheelchair lift devices. Requires the ability to work with a diverse population of students.

- **Physical Abilities**

The position performs work of an active nature. Requires sufficient strength and cardiovascular ability to stand, move about, lift, and carry medium to moderately heavy weight (50 lbs.) objects. Requires the ability to bend at the waist, reach overhead, push and pull rolling equipment. Requires the ability to maintain balance when standing while bus is in motion and stopping. Requires near and far visual acuity to view moving objects, student activity, and printed materials. Requires auditory ability to hear conversations and equipment prompts, and to project voice to groups of children.

- **Education and Experience**

The position typically requires a high school diploma or equivalent. Experience working with special needs children is desired.

- **Licenses and Certificates**

May require a valid driver's license, first aid, and CPR certificates.

- **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from moving and unstable surfaces.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.