

JOB DESCRIPTION
Grossmont Union High School District

BUS ATTENDANT

Purpose Statement:

The job of Bus Attendant is done for the purpose/s of overseeing students and/or special education students over scheduled routes and/or to/from special excursions; enforcing rules, regulations, and laws to maintain safety during transport; and ensuring the safety of special education students during transport, loading and unloading from buses.

This job reports to Director, Transportation

Essential Functions

- Administers first aid for minor injuries for the purpose of providing emergency or necessary care in accordance with district, state and federal requirements.
- Assesses potential emergency situations for the purpose of taking appropriate action to protect the well being of passengers.
- Assists Bus Driver in cleaning/sanitizing the interior of buses for the purpose of ensuring a safe and sanitary environment.
- Assists Bus Driver in maintaining order and discipline on the bus for the purpose of ensuring the safety and well-being of students on the school bus.
- Assists in conducting emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Assists in providing first aid to students including EPI-Pen for the purpose of providing for the physical care of students riding District buses.
- Assists special education students for the purpose of providing for special needs during transport, safe ingress and egress from buses including both emergency situations and normal transport.
- Implements intervention strategies and performs direct behavior management services for the purpose of maintaining order and discipline on the school bus.
- Instructs special education students and other passengers for the purpose of enforcing rules and regulations and maintaining safety.
- Lifts students and/or equipment for the purpose of positioning or repositioning students as appropriate.
- Monitors student behavior for the purpose of diffusing situations and/or preventing distraction to the driver or injury to themselves or other passengers.
- Prepares written materials (e.g. referrals, incident reports, student count, passenger misconduct, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Reports observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Secures students and/or equipment (e.g. wheelchairs, car seats, restraints, seat belts, etc.) for the purpose of ensuring the safety and welfare of students.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Attends meetings (e.g. training, inservice, discipline meetings, conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; operating equipment used to transport, lift and restrain students; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; first aid; use of specialized personal devices such as harnesses, lap belts, helmets, restraints, wheelchairs, walkers, canes, etc

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a 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 specific, job-related data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: working with constant interruptions; identifying unsafe versus inappropriate behavior; communicating with diverse groups; and maintaining balance in moving vehicle.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and 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 climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

As required for position

Continuing Educ. / Training

None Specified

Certificates & Licenses

CPR/First Aid Certificate

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit I 33