

JOB DESCRIPTION

TITLE BUS ATTENDANT FOR SPECIAL PROGRAMS

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	No prior experience or training required.
Language Skills	Ability to read and comprehend simple instructions, short correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
Mathematical Skills	Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume, and distance.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands describes here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to: stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk, and hear. The employee occasionally lifts and/or moves up to 40 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

REPORTS TO Transportation Supervisor

GENERAL RESPONSIBILITIES

1. Assists the bus driver in providing safe and efficient transportation for special programs.
2. Maintains knowledge of the general and specific needs of the students on the bus.
3. Utilizes universal precautions at all times.

SPECIFIC RESPONSIBILITIES

1. Works closely with the bus driver and school staff in supervising students and maintaining discipline on the bus.
2. Assists the bus driver in all emergencies. Attendants must know how to use belt cutters and how to operate the radio and emergency brakes on the bus. Attendants must know how to evacuate the bus in any emergency.
3. Loads/unloads and secures/unsecures wheelchairs or car seats on a wheelchair or car seat vehicle. Monitors the wheelchairs and car seats while the students are on board. Knows how to operate the wheelchair lift.
4. Performs heavy lifting as required up to forty (40) pounds. When necessary, attendants monitor and assists small or handicapped children negotiate the steps both entering and leaving the bus. Assists children in walkers to be seated-lifting them onto the seat when appropriate. Secures walking devices. Fastens students into seatbelts and harnesses as necessary.
5. Attends to medically fragile students including, but not limited to, those with seizures and tracheotomies requiring suctioning.
6. Utilizes clean up kits for body fluid spills.
7. Sanitizes inside of bus as directed.
8. Adheres to department and District protocol and procedures.
9. Participates in assigned in-service training programs. Attendants should routinely be updated and have knowledge of new medical equipment as required for use on their bus.
10. Performs other duties as assigned.