



Job Title: **Bus Attendant / Bus Attendant II**

Department: **Transportation**

Supervisor: **Director of Transportation**

Lane Placement: **Classified Lane 1**

Schedule: **8 hr/ 180 days** Evaluation Group: **JCES 12**

FLSA Classification: **Non-exempt**

JOB DESCRIPTION

Under the supervision of the Director of Transportation, the Bus Attendant helps load and unload students with disabilities and related supportive devices, keeps students seated and interacts positively while en route to and from school on District buses. The incumbent also performs basic First Aid in emergencies.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Assists loading and unloading buses of students with disabilities.
- Ensures that safety vests, seat belts, and wheelchair tie-downs are properly secured.
- Assists students from residence or school both to and from the bus.
- Assists bus driver with operation of wheelchair lift.
- Ensures that supportive devices (e.g. oxygen tanks, crutches, walkers) are loaded and properly secured.
- Performs general supervision of students while on the bus:
 - Monitors students' positions in seats including car seats and wheelchairs.
 - Monitors clothing and covering for appropriate temperatures.
 - Monitors behavior of students while on the bus and implements behavior programs as outlined by the school team. Provides appropriate interventions as necessary to control behaviors on the bus.
 - Monitors health and safety of student riders.
 - Provides basic First Aid, if necessary, to students in physical distress (e.g. seizures, respiratory distress).
- Reviews blue Health Card on students with bus driver detailing specific health needs of students.
- Maintains professionalism with parents and teachers. Directs comments, concerns, or questions from parents regarding students to school staff.
- Maintains confidentiality of student information.
- Reviews evacuation plans for all students on route with bus driver yearly, promoting quick and safe evacuation during an emergency on the bus.
- Attends all required department in-service training (e.g. CPR and First Aid training, safety and evacuation procedures, airbrakes, two-way radio).
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires High school diploma. GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires completion of in-service training including CPR within ninety (90) days of hire date.
- Bus Attendant II must have successfully completed six hours of in-house special education training as verified by the Special Education Department and Transportation.
- Prior work or personal experience with disabled children is preferred.
- Requires ability to interact cooperatively and positively with bus driver, students, parents, teachers, administrators and staff.
- Requires ability to effectively use restraining devices.
- Requires ability to properly handle students with behavior issues.
- Requires ability to understand and maintain confidential information.
- Requires ability to respond calmly and appropriately in emergency situations

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

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- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.
- Requires ability to lift minimum of fifty (50) pounds.
- Responding to the unique educational needs of students with disabilities is frequently stressful.
- This job may emphasize intervention with and management of aggressive and self-abusive students, angry students, emotional students, students with infectious diseases, and personal physical abuse.
- Drag a 125-pound object on the ground 50 feet within 30 seconds.
- Kneel down for 10 seconds; turn head to look under a school bus, and then return to a standing position within 5 seconds (perform two times within 60 seconds).
- While sitting and looking forward, move right foot back and forth between throttle and brake 5 times within 10 seconds.
- Climb and descend bus stairs three times within 30 seconds.
- From seat height (16 inches), pick up and carry a 50-pound object 35.
- Job stress is experienced due to adverse weather conditions, pressures to meet schedules, student behavior, medical problems (e.g. seizures) and the responsibility for the safety of students.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: _____ 6/9/2020 _____