



Job Description

Title: Transportation Student Attendant	FLSA Status: Non-Exempt	Months: 10
Supervisor: Director-Maintenance Operations & Transportation	Supervises: N/A	Range: 9
Department: Transportation	Bargaining Unit: Classified	Approved: 12/19/2019

JOB SUMMARY:

Under the direction of Director-Maintenance Operations & Transportation, assist in the care and supervision of students with special needs while riding a school bus or other district vehicle; assist students in boarding and deboarding a school bus/vehicle; assure the safety of students; maintain appropriate order and conduct on the bus; monitor and respond to student health care and behavior issues; assist drivers in the loading, unloading and securing of handicapped students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the care and supervision of students with special needs while riding a school bus or other district vehicle; assist students in boarding and deboarding a school bus or district vehicle.
- Assist in the enforcement of District policies and procedures related to transportation of students with special needs.
- Maintain order and discipline on bus as required; monitor student activities, behavior and health care needs.
- Assist students with learning and complying with proper bus behavior and emergency procedures; assure compliance with bus safety procedures.
- Assist school bus drivers in the loading, unloading and securing of students with special needs; assure students are seated safely and seat belts, harnesses and wheelchair clamps are secured as required.
- Operate equipment, including wheelchair lifts, tie downs, seat belts, harnesses and other adaptive equipment as necessary.
- Ensure that all personal belongings/equipment of students including crutches, wheelchairs, books, lunches are properly stored and safely secured during transit.
- Provide for special health care needs of students including administering approved medications according to physician's orders; administer first aid to students according to established district policies, guidelines and procedures; contact local emergency services personnel as necessary.
- Accompany assigned students to and from classrooms.
- Communicate with students, teachers, parents and caregivers regarding special needs for students and other related concerns or questions.
- Assure the health and safety of students by following health and safety practices and procedures; maintain school bus environment in clean and orderly manner.
- Attend in-service meetings and in-service trainings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

Transportation Student Attendant

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. The work environment characteristics and physical demands 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.

Knowledge of:

- Operation of mechanical lift, wheel chairs, seat belts, restraining harnesses and wheelchair clamping devices.
- Safety practices concerning school bus transportation.
- Problems and concerns of students with special needs.
- School district student transportation policies and procedures.
- Basic record-keeping techniques.
- Applicable laws, rules and regulations relating to student transportation.
- Health and safety regulations.

Skills/Ability to:

- Ride a school bus for children with special needs and assist school bus driver in maintaining discipline while bus is in operation ensuring safety of students.
- Maintain proper records and documentation.
- Assist student loading, unloading and seating arrangements as required.
- Understand and relate to children with special needs.
- Administer aid to students with special health care needs including seizures.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift students according to established guidelines.
- Maintain routine records.
- Observe health and safety regulations.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- Some experience working with special needs students.

Licenses, Certifications and other Requirements:

- Valid First Aid and CPR certifications issued by an authorized agency.
- Pre-employment drug screening.
- Pre-placement physical exam.
- Criminal justice/fingerprint clearance.
- Tuberculosis clearance.

WORKING CONDITIONS:

Work Environment:

- Indoor/outdoor/school bus environment.
- Seasonal heat and cold or adverse weather conditions.
- Fast-paced environment with changing priorities.

Physical Demands:

- Sitting for extended periods of time.
- Seeing to monitor bus activities.
- Lifting, carrying, pushing or pulling adaptive equipment and students.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling or crouching.
- Climbing stairs.

Hazards:

- Potential contact with dissatisfied or abusive individuals.
- Potential contact with blood and other body fluids.
- Adverse weather conditions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.