

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Bus Attendant (R22)	Job Family: 11
Department: Transportation	Lane Placement: 3 (R22)
Supervisor's Title: Director of Transportation and Coordinator	Contract: 180 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: Varies
Original date: <u>6/93</u> Revised: <u>1/97</u> Revised: <u>11/08</u> Revised: <u>08/11</u> Revised: <u>07/15</u>	
Revised: <u>01/22</u> Revised: <u>04/23</u> Revised: _____ Revised: _____	

GENERAL FUNCTION

Under the supervision of the Director of Transportation and coordinator, the **Bus Attendant** assists the driver with student management and safety on the bus. May help load and unload students with disabilities and related supportive devices, keeps students seated and interacts positively while en-route to/from school on District buses. The incumbent may also perform basic first aid.

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

ESSENTIAL FUNCTIONS

- Assist in the safe loading and unloading of students with disabilities on/off buses.
- Ensure that safety vests, seat belts, and wheelchair tie-downs are properly secured.
- Assist bus driver with operation of wheelchair lift.
- Ensure that supportive devices (e.g. oxygen tanks, crutches, walkers) are loaded and properly secured. May be exposed to bodily fluids from students.
- Perform general supervision of students while on the bus:
 - Monitor students' positions in seats including car seats and wheelchairs.
 - Monitor clothing and covering for appropriate temperatures.
 - Monitor behavior of students while on the bus and implement behavior programs as outlined by the school team. Provide appropriate interventions as necessary to control behaviors on the bus.
 - Monitor health and safety of student riders. Provide basic first aid, if necessary, to students in physical distress (e.g. seizures, respiratory distress).
 - May be exposed to physical and verbal student behavior including, biting, kicking, hitting, spitting and swearing.
- Review with the bus driver, schools and parents the health information on students detailing specific health needs. Maintain confidentiality of student information.
- Maintain professionalism with parents, teachers and drivers. Direct comments, concerns, or questions from parents regarding students to school staff or supervisor.
- Review evacuation plans for all students on route with bus driver yearly, promoting quick and safe evacuation during an emergency on the bus.
- Clean and sanitize the bus and equipment. May be exposed to bodily fluids.
- Attend all required department in-service training (e.g. CPR and First Aid training, safety and evacuation procedures, airbrakes, etc.).
- Assist substitute drivers with bus route as needed.
- This position requires punctual and regular daily attendance.

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 incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

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 machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- High School diploma, GED or equivalent preferred.
- As a condition of employment, the Bus Attendant must successfully complete five hours of in-house special education training as verified by the Special Education Department and Transportation. This training must be completed within 30 days of hire.
- Requires completion of in-service training including CPR within ninety (90) days of hire date.
- Requires annual completion of the Utah State Office of Education Physical Performance Assessment standards for Utah School Bus Drivers.
- 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.
- Requires knowledge of safety procedures (e.g. blood borne pathogens, CPR, etc.).
- Must be self-motivated and proactive in completing tasks with minimal direction.

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.

Machines, Tools & Equipment Used:

- Wheelchair lift, support equipment (e.g. oxygen tanks, crutches, walkers, trays), safety vest (e.g. seat belts, wheel chair tie-downs), seat belt cutters and First Aid equipment.

Physical Requirements – Not limited to the following:

- Requires frequent sitting and walking.
- Requires occasional lifting from floor to waist and carrying of 50 pounds.
- Requires occasional kneeling and reaching in awkward positions.
- Requires occasional pulling/dragging of 125 pounds.
- Requires occasional ascend/descend on bus stairs.
- Requires constant near visual acuity, far visual acuity, color vision and hearing.
- 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.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- 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 condition, 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.