

## **BUS ATTENDANT**

<b>JOB SUMMARY</b>	Under general supervision of the Transportation Director or designee and assigned School Bus Driver, assist in the care and supervision of Special Education program students riding buses.
<b>TYPICAL DUTIES</b>	Assist in the physical care of Special Education students riding in district school buses, vans, or cars; which includes such things as: assist the driver in maintaining order and discipline on the bus, in the van or car, to ensure the safety and well-being of all students; loading/off-loading buses; maintain clean conditions on board the bus, in the van and/or car. Provide first aid to students in emergencies. Assist in the preparation of student referrals and maintenance of other transportation operation logs and reports. May participate in training programs to become a school bus driver. Perform other related duties as assigned.
<b>JOB REQUIREMENTS</b>	Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, and training and/or experience working with groups of children, including disabled youth. Possession of a current certificate in cardiopulmonary resuscitation (CPR), issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.
<b>Knowledge of:</b>	Proper methods and procedures involved in the care of students with disabilities. Behavior management techniques. Crisis prevention techniques. Physical Assault Response Training (PART) guidelines.
<b>Ability to:</b>	Understand the special needs and problems of Special Education Program students. Maintain discipline over students. Establish and maintain effective working relationships with students, public, parents, co-workers, and school staff. Maintain up to date first aid and CPR certification. Follow both oral and written directions.
<b>LICENSE</b>	Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.
<b>PHYSICAL ABILITY</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Walking, sitting or standing for extended periods of time. Bending at the waist. Kneeling or crouching to assist students. Restrain students who become physically aggressive. Hearing and speaking to exchange information and make presentations. Seeing to read assignments and to monitor student activities. Pushing, pulling, lifting and carrying supplies and equipment. Reaching overhead and above shoulders. The employee must occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate will be required to pass a physical examination and drug screen.
<b>WORK ENVIRONMENT:</b>	Hazards .....potential exposure to communicable diseases and contact with blood and other body fluids.....potential exposure to physical injury from aggressive behavior.