

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: SCHOOL BUS ATTENDANT

BASIC FUNCTION:

Under the direction of the Supervisor, Transportation, assists students with special needs during transport to and from school and or special activities; assists drivers in the loading, unloading and securing of handicapped students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administer basic first aid and CPR as needed.

Assists in shaping appropriate student behavior through positive reinforcement and other strategies; redirects inappropriate student behavior according to established District policies, techniques and procedures.

Assists school bus drivers in the loading, unloading and securing of handicapped students; assures seat belts, harnesses and wheelchair clamps are secured as required.

Assures the health and safety of students by following established practices and procedures.

Communicates with students, teachers and parents regarding special needs for students, bus schedules and other related concerns or questions; assists substitute drivers over routes as necessary.

Determines appropriate action in emergency situations according to established guidelines; provides basic medical care and first aid to students according to established procedures and policies; contacts local emergency services personnel as necessary.

Maintains order and discipline among passengers; advises students and other passengers of appropriate behavior; monitors and independently supervises students until released to teacher, instructional assistant, parent, or other authorized person; assures compliance with bus safety procedures; notifies administrators of potential problems or safety concerns.

Operates equipment, including wheelchair lifts, tie downs, seat belts, harnesses and other adaptive equipment as necessary.

Prepares related logs and reports as necessary including route sheets, bus referrals, incident and CPS reports.

Rides a school bus or other District vehicle to provide safe and secure transportation for students with physical, educational and emotional special needs.

Transports students in non-bus District vehicles if required to address immediate student transportation needs.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of mechanical lift, wheel chairs, seat belts, restraining harnesses and wheelchair clamping devices.

Basic concepts of child growth and development and behavior characteristics.

Child guidance principles and practices related to children with special education needs.

Safe practices concerning school bus transportation.

Student behavior management strategies and techniques.

Problems and concerns of students with special needs.

Basic record-keeping techniques.

Applicable laws, rules and regulations.

Health and safety regulations.

ABILITY TO:

Ride a school bus for children with special needs and assist school bus driver in maintaining discipline while bus is in operation assuring safety of students.

Learn the proper operation of mechanical lift, wheel chairs, seat belts, restraining harnesses and wheelchair clamping devices.

Load, unload and secure students with special needs.

Maintain proper records and documentation.

Assist student loading, unloading and seating arrangements as required.

Demonstrate an understanding, patient and receptive attitude toward assigned students with special needs.
Understand and relate to children with special needs.
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 equivalent to: graduation from high school or equivalent GED and six months experience working with children in an educational or learning environment.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid First Aid and CPR certifications issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor, school bus environment.
Constant interruptions.
Seasonal heat and cold and adverse weather conditions.
Exposure to fumes, dust, odors, oil, grease and gases.

PHYSICAL DEMANDS:

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

HAZARDS:

Traffic hazards.
Potential contact with dissatisfied or abusive individuals.
Potential contact with blood and other body fluids.

FLSA Status

Non Exempt

Approval Date

03/01/08, 9/28/17