

JOB DESCRIPTION

JOB TITLE: School Bus Attendant

Report Identification Code: edtsba

Job Purpose Statement: The job “School Bus Attendant” is done for the purpose of assisting special needs students while they are being transported to and from school, providing assistance to students' health care needs, and assisting them to enter and exit the bus.

Essential Job Functions:

- **Assists** students and staff for the purpose of ensuring safe transportation of students and enhancing the efficiency of the bus route.
- **Cleans** equipment and vehicle for the purpose of maintaining healthy environment, sanitary conditions and appearance of vehicle.
- **Instructs** students/passengers for the purpose of maintaining safe environment and enforcing bus rules.
- **Prepares** written documentation for the purpose of communicating written support and conveying information.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

- **Experience Required:** No previous job-related experience
- **Skills, Knowledge and/or Abilities Required:**

Skills to: operate standard office equipment; provide for special health care needs of students; and use English in both written and verbal form to communicate effectively with staff, students and caregivers.

Knowledge of: vehicle operation, special health care requirements, and basic first aid.

Abilities to: understand and address students with special needs, understand and carry out oral and written instructions, work cooperatively with others, perform a variety of tasks, adhere to safe work practices, adjust to flexible work assignments, work under time constraints, and interact with persons of different age groups and cultural/educational backgrounds.

Significant physical abilities include: sitting/riding for prolonged periods, climbing/balancing, lifting/pushing/pulling, stooping/crouching/kneeling, reaching/handling,

talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision.

- **Education Required:** Some high school education.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance and drug/alcohol testing clearance

