

## **BUS ATTENDANT**

### **MINIMUM QUALIFICATIONS:**

1. High school diploma or equivalent
2. Competency in reading and mathematics as measured on the Science Research Association Reading Index Examination and the Science Research Association Arithmetic Index Examination, with a minimum score of 80%
3. Physical ability to assist physical disabled students and handle their wheelchairs, and other medical equipment.
4. Written commitment to pursue training in first aide, school bus safety, and Special Needs school bus procedures.
5. Satisfactory clearance of a Criminal History Records check and drug screening

### **ADDITIONAL DESIRED QUALIFICATIONS:**

1. Five (5) to eleven (11) months previous experience and/or training involving caring for or working with disabled children or adults.
2. Successful completion of a district-provided training course for the school bus attendants.
3. Physical ability to perform tasks that involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of varying weight.
4. Physical ability to lift and carry small children (75 pounds or less) from the rear emergency exit to the ground from outside the bus.
5. Physical ability to drag passengers (125 pounds or less) to any emergency exit from any location in the bus in thirty (30) seconds or less.
6. Physical ability to move through the bus aisle from the front to the back of the bus in five (5) seconds.
7. Physical ability to perform highly skilled coordinated movements.
8. Physical ability to maintain footing and balance when walking over uneven or slippery surfaces.
9. Physical ability to reach behind or under a wheelchair while kneeling on the bus floor and bending forward to secure the wheelchair into the bus.
10. Physical ability to fasten, unfasten and adjust lap belts, car seat straps, harness straps, and wheelchair securement straps.

### **PRIMARY PERFORMANCE RESPONSIBILITIES:**

1. Assists students in following the direction of the school bus operator.
2. Assists the bus operator and parents in loading and unloading the students at the bus stop.
3. Assists the bus operator and other staff in loading and unloading the students on the school grounds.

4. Checks all restraints and wheelchair securement on the bus and assists in securing students safely in place.
5. Enforces safety rules and provides firm direction to the students.
6. Assists school bus operator in maintaining discipline on the bus.
7. Attends assigned in-service training.
8. Operates a two-way radio; calls transportation office in cases of emergencies, breakdowns, or to obtain needed assistance.
9. Checks safety equipment daily, prior to starting route, and ensures proper working condition of same; keeps bus clean and properly ventilated; removes trash/debris.
10. Positions self on the bus in a location which allows observation and assistance to students at any time.
11. Assists the bus operator with emergency evacuation of students from the bus and renders first aid if needed.
12. Be thoroughly familiar with all aspects of assigned bus route and assists substitute bus operators to follow route.
13. Wears the prescribed uniform while on duty.
14. Complies with Florida State Board of Education regulation, School Board policies and Transportation Department regulations and procedures.

**ADDITIONAL DUTIES:**

1. Follows job-related instructions of the bus operator.
2. Performs other job-related functions as may be assigned.

**TERM:**

Length of contract and number of hours worked are determined by specific allocation as approved annually during planning and budgeting.

**APPRAISAL:**

Performance will be appraised annually in accordance with School Board of Highlands County Policies.

**PAY GRADE:** 7

*Revised and Board Approved 5/22/2007*