

## **CAJON VALLEY UNION SCHOOL DISTRICT**

### **CLASS TITLE: BUS ATTENDANT**

#### **BASIC FUNCTION:**

Under the supervision of the Transportation Operations Supervisor, ride a school bus to provide safe and secure transportation for students with physical, medical, educational and emotional needs; assist drivers in the loading, unloading and securing of handicapped students.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Ride a school bus or other transportation vehicle to provide safe and secure transportation for students with physical, educational and emotional needs;

Operate equipment, including seat belts, harnesses and other adaptive equipment, as necessary.

Assist drivers in the loading, unloading and securing of special needs students; assure seat belts, harnesses and car seats are secured, as required.

Assist driver maintain order and discipline on bus, as required; monitor student activities and assure compliance with vehicle safety procedures.

Provide basic medical care, including CPR and first aid to students according to established procedures and policies; contact local emergency services personnel as necessary.

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

Assist in the preparation of student referrals and maintenance of other transportation operation logs and reports; assist in maintaining cleanliness of the bus.

Attend in-service meetings and training courses as assigned.

##### **OTHER DUTIES:**

Perform related duties as assigned.

May monitor and assist pupils at bus stops.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Operation of seat belts, restraining harnesses and car seats.

Safe practices concerning school bus transportation.

Problems and concerns of students with special needs.

Behavior management and positive reinforcement.

Basic record-keeping techniques.

Applicable laws, rules and regulations.

CPR/first aid procedures.

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.  
Maintain proper records and documentation.  
Assist student loading, unloading and seating arrangements as required.  
Understand and relate to children with special needs.  
Utilize behavior management techniques according to established guidelines.  
Restrain students who become physically aggressive.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Lift and/or move students according to established guidelines.  
Maintain routine records.  
Administer CPR/first aid.  
Maintain up-to-date CPR and first aid certificates.  
Observe health and safety regulations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent, and experience working with children with physical and/or emotional disabilities.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a current certificate in infant, child and adult cardio-pulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required from an EMSA certified provider. Online certificates are not accepted. Maintain up-to-date certificates in CPR and First Aid. Must pass a California Highway Patrol First Aid Test or an Emergency Medical Services Authority (EMSA) approved First Aid course.

**WORKING CONDITIONS:****ENVIRONMENT:**

School bus environment.  
Considerable distraction from bus activities.

**PHYSICAL DEMANDS:**

Sitting for extended periods of time.  
Seeing to monitor bus activities.  
Hearing and speaking to exchange information.  
Restraining students who become physically aggressive.  
Lifting, carrying, pushing, pulling or moving adaptive equipment and/or children, and occasionally lift and/or move more than 75 pounds with assistance.  
Bending at the waist, kneeling or crouching.  
Climbing stairs.

**HAZARDS:**

Potential exposure to communicable diseases and contact with blood and other body fluids.  
Potential exposure to physical injury from aggressive behavior.

**CLEARANCES:**

Criminal Justice Fingerprint /Background  
Tuberculosis

Pre-placement Physical and Drug Screen