

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

SCHOOL BUS ATTENDANT

DEFINITION:

Under the direction of Director-Transportation, provide support within student transportation services area; assist special education students during transport to and from school related events; ensure safety and sanitation of assigned vehicle.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist special education students and other passengers; secure students and equipment including restraints and wheelchair tie downs as necessary; provide safe loading and unloading from buses.
- Monitor special needs students until released to appropriate personnel including a teacher, instructional assistant or parent.
- Assist bus driver to maintain assigned vehicle in safe and clean manner.
- Monitor student behavior; enforce rules and regulations and maintain student safety and well-being.
- Observe and report student activity, behavior and incidents according to established procedures.
- Prepare reports to document activities and incidents including passenger misconduct, accidents, inappropriate social behavior; convey information to appropriate personnel.
- Attend staff meetings, trainings and workshops related to assigned activities to gather knowledge to perform job functions.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: sufficient education, training and experience to demonstrate the knowledge and abilities listed below.

Licenses and other Requirements:

- Annual physical assessment.
- 8 hours annual in-service training; pre-service and re-certification training.
- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Operation of mechanical lift, wheel chairs, seat belts, restraining harnesses and wheelchair clamping devices.
- Safe practices concerning school bus transportation.
- 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.
- Maintain proper records and documentation.
- Assist student loading, unloading and seating arrangements as required.
- 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.

WORKING CONDITIONS:

Work Environment:

- School bus/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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