

BUS ATTENDANT

JOB SUMMARY

To attend to the needs of the special education and/or pre-kindergarten children while riding the school bus to and from school.

QUALIFICATIONS

- High school diploma (or GED)
- Must be sensitive and responsive to the needs of children and their parents
- Ability to follow written and verbal instructions
- Must be at least 21 years of age
- Shall be of general good health and musculoskeletal function must be such that he/she can operate a school bus safely
- Be of good moral character
- Be free of any felony criminal record
- Such alternatives to the above qualifications as the Director of Schools/Assistant Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Transportation Director
- Meet the bus driver at a designated area at the scheduled time
- Assist in loading/unloading students
- Make sure students are securely fastened in seat belts/wheelchairs
- Monitor students at all times for medical and/or behavioral problems
- Bus attendants shall deal with children in a firm, fair, and friendly manner. Any excessive misbehavior shall be reported to the teacher and/or principal. The Bus attendant does not have the authority to discipline students, but is expected to help maintain order and to appropriately intervene as needed to ensure the safety of all students.
- Report any incidences that require child restraint for safety reasons to the Director of Transportation immediately
- Perform other duties as assigned by the Transportation Director, Assistant Director/Director of Schools