

## Carson City School District Job Description: Bus Attendant

**Job Title:** Bus Attendant

**Location:** Transportation Department

**Reports To:** Transportation Supervisor or Designee

**FLSA Status:** Non-exempt

**Prepared By:** Associate Superintendent of Human Resources

**Prepared Date:** 12-23-2019

### **General Job Description:**

Under supervision, cares for the needs and requirements of disabled students while riding on a school bus and/or passenger vehicle; to assist the driver in providing for the safety and direction of disabled students while riding on a school bus and/or passenger vehicle; and to perform related work as required. Bilingual preferred.

### **Experience or training required:**

**Knowledge of:** Types of disabilities and the procedures for caring for each disability while on the school bus and/or passenger vehicle; relevant school district policies and regulations; communication techniques used with the deaf and/or blind; ambulatory equipment; including wheelchairs, walkers and body braces as examples; proper lifting methods; basic first aid; record keeping as required with the Americans with Disabilities Act (ADA), along with District, state, and related federal policies; appropriate safety precautions and procedures.

**Ability to:** Observe and respond to disabled students required needs and emergencies; lift and control students who do not have command of their bodies; read and communicate accurately street maps and give direction information to the driver; remain calm and effective under conditions of emergencies and emotional stress; perform first aid as required; understand and carry out detailed oral and written instructions and procedures; establish and maintain effective proactive relationships with those contacted in the course of work.

**Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position:** Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in child development and disabilities; or experience performing the duties of an assistant or care giver to disabled persons; or experience at or equivalent to experience as an Instructional Assistant I or Paraprofessional for the Carson City School District, wherein the incumbent has acquired the knowledge and abilities listed above.

### **Licenses or Certificates required:**

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card. Possession of a current first aid certificate may be required.

### **The Job Functions:**

Positions in this class have a primary responsibility of the care and safety of the disabled students on their assigned vehicles while students are being transported. Incumbents lift and otherwise assist handicapped students onto the vehicle, secure wheelchairs and body braces to brackets, attend to individual body requirements and off load students at their destinations. Positions in this class perform work which is specialized and which allows or requires a range of choice in the application methods, at times calling for creativity in the accommodation of disabilities. Work is performed under immediate direction and review of the vehicle driver who has the ultimate responsibility for student safety.

## **Carson City School District Job Description: Bus Attendant**

### **Essential Job Functions:**

Provides for the safety and welfare of disabled students while riding on a school bus and/or passenger vehicle; assists the driver in the scheduling and routing of disabled students by maintaining records such as addresses, telephone numbers and all other critical information relevant to the welfare of disabled passengers; must keep and insure a high degree of confidentiality regarding student disabilities and conditions; acquires and maintains knowledge of the practices and procedures to cope with disabilities including: cerebral palsy, epilepsy, mental retardation, Down Syndrome, hemophiliacs, blind, deaf, aphasic, asthmatic and a variety of orthopedic problems; adjusts, extends, collapses and manipulates wheelchairs, walkers, lifts and body braces; secures seats and wheelchairs to vehicle fixtures; monitors a variety of unusual and potentially dangerous bodily movements; recognizes symptoms of oncoming problems such as seizures and elimination; cleans students and bus and/or passenger vehicle to remove vomit and body excretions; acquires and maintains knowledge and ability on first aid procedures; assists students with limited communication skills in developing simple procedures for entering, exiting and moving on a vehicle, on the sidewalk and on the school campus; writes informational material for parents regarding transportation opportunities and limitations; receives and files permission forms; modifies bus and/or passenger vehicle fittings to accommodate disabilities; cleans and disinfects interior of the bus and/or passenger vehicle; accompanies students from door of home to bus and/or passenger vehicle; accompanies passengers to classrooms; transports and ensures the security of medications; maintains students until released to another responsible and authorized adult. Must be able to collaborate with other staff members, parents/guardians, and community partners in a positive, friendly and approachable manner; and perform related work as required.

### **Physical Demands and Working Conditions:**

Strength: Heavy Work – Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. Incumbents must be able to remain calm and effective while coping with gross motor dysfunctions, including bodily and mental disabilities. Incumbent must be in good physical condition. May work in conditions of dust, fumes, gas, odors, heat and cold. May be required to wear a back support. Incumbent must be in good physical condition and must take a physical examination at the District’s expense. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work within school campuses, school buses, office buildings, grounds settings and use standard operations equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

### **Environmental Conditions:**

Climate controlled school setting and school buses with temperatures ranging from mild, moderate, to severe cold/heat. Occasional work on surrounding campus grounds under the usual and customary seasonal weather conditions. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and machinery (as related to specific assignment).

<b>Salary Range:</b>	<b>Refer to current CESA Salary Schedule</b> (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

## **Carson City School District Job Description: Bus Attendant**

**Notice of Non-Discrimination:** The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.