

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

BUS ATTENDANT

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience or training in the care of children preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of exceptional education students. Knowledge of and ability to use crisis intervention and prevention techniques. Ability to follow directions and to work as a team member. Knowledge of and ability to use CPR and apply first-aid.

REPORTS TO:

Director, Transportation

JOB GOAL

To assist in providing safe and efficient transportation so that students may enjoy the advantages of the District's educational programs.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the loading and unloading of students at the bus stop and at school.
- * (2) Ensure student seat belts and / or safety harnesses are properly secured.
- * (3) Assist the bus driver in maintaining good order on the bus.
- * (4) Operate the wheelchair lift and secure the wheelchair when required.
- * (5) Carry non-ambulatory students when required.
- * (6) Assist the bus driver with emergency evacuations including evacuation drills.
- * (7) Maintain a working knowledge of the history of each student in order to recognize indications of illness and respond accordingly.
- (8) Establish and maintain good rapport with students, parents, bus driver, teachers and others.
- (9) Assist with all written reports as required.
- (10) Assist in cleaning bus as required.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

SALARY LOCATOR: Classified Personnel Salary Schedule