



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>BUS ATTENDANT</u>			
DEPARTMENT/SITE:	Transportation Department	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	10 per 2021/2022 Schedule
		WORK YEAR:	10 Months (208 Days)
REPORTS TO:	Transportation Operations Supervisor	FLSA:	Non-Exempt

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, and emotional needs; assist drivers in the loading, unloading and securing of special needs students. The incumbents in this classification assist in providing students with transportation service which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Assist on a school bus or other transportation vehicle to provide safe and secure transportation for students with physical, medical, 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; check the medication is in the student's bag as required; assure seat belts, safety vests, and car seats are secured, as required.

Assist driver to maintain order, safety, and discipline on the 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.

Apply de-escalation techniques to manage student behaviors due to physical and emotional conditions.

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

Prepare and maintain student information cards and assist with other transportation operation logs and reports.

Assist in maintaining cleanliness and sanitization of the bus.

Attend in-service meetings and training courses (e.g., Epipen, emergency procedures, others annually required by state) as assigned.

May monitor and assist students at bus stops.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Operation of seat belts, safety vests, car seats, and other safety equipment.

Safe practices and procedures concerning school bus transportation and safety equipment.

Requirements and issues of students with special needs.

Behavior management and positive reinforcement.

Interpersonal skills to work well with students and others

Basic record-keeping techniques.

Applicable laws, school rules, and regulations.

CPR/first aid procedures.

Health and safety regulations including bloodborne pathogens.

ABILITY TO:

Ride a school bus for students with special needs and assist the school bus driver in maintaining discipline while the bus is in operation assuring the safety of students.

Maintain proper records and documentation.

Assist students in loading, unloading, and seating arrangements as required.

Understand and relate to students with special needs.

Utilize behavior management techniques according to established guidelines.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively with students, staff, and parents both orally and in writing.

Lift and/or move students according to established guidelines.

Administer CPR/first aid.

Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent, and experience working with children or students 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. Online certificates are not accepted. Maintain up-to-date certificates in CPR and First Aid.

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.

Lifting, carrying, pushing, pulling, or moving adaptive equipment and/or students, and occasionally lift and/or move more than 75 pounds with assistance.

Bending at the waist, kneeling, or crouching.

Manual dexterity to operate seat belts and other equipment, and write documents.

Climbing stairs.

HAZARDS:

Potential exposure to communicable diseases and contact with blood and other body fluids.

Potential exposure to physical injury from aggressive behavior.

Exposure to temperature extremes.

Exposure to bus fumes.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

(New Class G.B. 1/22/02; PC 1/24/02), 06/15 Reallocated from R9 (Ewing)

10/21 Revised (EH&A / MGT Consulting) / PC & GB 09/2022