



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE:** BUS ATTENDANT

**BASIC FUNCTION:**

Perform routine school bus monitoring, and provide all passengers, including special needs students, and bus driver assistance during daily school transportation routes; ensure all bus activities support the safety and welfare of all students; perform related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED:**

Receive general supervision from Transportation Operations Supervisors. Receive technical guidance from the Bus Driver Instructors, Bus Operations Specialists and Bus Drivers.

**REPRESENTATIVE DUTIES:**

**EXAMPLES OF DUTIES** – (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)

Perform routine school bus monitoring, and provide students and bus driver assistance during daily school transportation routes; ensure all bus activities support the safety and welfare of all special needs students, including intervention to avoid escalating student behavior on the bus. *E*

Ensure the safe loading and unloading of students to and from destinations, to include operation of specialized equipment for attending to students with special needs; may assist with wheelchair lifts, tie-downs and seat belts, may assist with maintaining hygienic standards on the bus including but not limited to cleaning and sanitizing seats, belts, floor, etc. *E*

Enforce district policies and procedures as directed by the School bus Driver in maintaining order and discipline on buses and at bus stops. *E*

Participate in mandated meetings and in-service programs related to district policies and procedures, first aid, safety, emergency procedures and other subjects. *E*

Work in a team environment with the school bus driver; assist with emergency bus evacuation procedures; operate a two-way radio system. *E*

Establish and maintain effective communication and working relationships with bus drivers, district personnel, school officials, parents and students. *E*

May need to fill out incident report forms and document injuries of students while riding on the bus.

Maintain regular and prompt attendance in the workplace. *E*

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of and/or Ability to:**

California vehicle code, education code and board policies as they apply to transporting students

Maintain order and discipline among students

Basic First Aid procedures

Communicate with and understand the needs of students

Interpersonal skills using tact, patience and courtesy

Follow oral and written directions

Communicate effectively and maintain cooperative relationships

Complete in-service training in district regulations, policies, and procedures, first aid, safety, bus evacuation procedures and other related subjects

Read, apply and explain rules, regulations, policies and procedures

### **Education and Experience:**

Any combination of training, experience, and/or education equivalent to graduation from high school and experience with special needs students is preferred

### **License or Certificate:**

Possession of a valid California Class C Driver License

Possession of a valid First Aid and CPR Certificates

## **WORKING CONDITIONS**

Majority of time is spent in vehicle that is heated in winter and cooled during the summer

Regular exposure to unpleasant noise, gasses, fumes, dust and drafts, etc. when vehicle is in operation

Regular exposure to undesirable elements such as rain, high or low temperatures

## **PHYSICAL REQUIREMENTS**

Employees in this position must possess/have the ability to:

Sit for prolonged periods of time.

Stand and walk for short periods of time.

Occasional bending/stooping; squatting/crouching

Occasional climbing 3 feet of steps into the bus

Occasional reaching above shoulder

Occasional pushing/pulling, lifting and maneuvering objects such as wheelchairs with students with a broad range of body weights

Lift and/or support/drag up to 150 pounds for short periods of time

Requires simple to firm grasping to seize, hold, grasp, turn or otherwise work with hands to positions students in their car/infant seats; fasten harnesses and belts; secures students to wheelchairs/car seats and wheelchairs/car seats to bus

Hear sufficient to hear riders, receive communications on radio and hear outside noises sirens, horns, brakes, etc. that are necessary to operate bus safely

Speak sufficient to give instructions/commands to students, speak to parents and other staff

Visual requirement enough to monitor students

**HAZARDS**

Exposure to blood-borne pathogens and bodily fluids; exposure to students being physically aggressive and non-compliant

CSEA 885

Range 28

206 day work year

Board Approved: 12/12/13