

## TRANSPORTATION ATTENDANT

### **BASIC FUNCTION:**

Under the direction of the Transportation Manager, ride a school bus to provide safe and secure transportation for students with physical and educational handicaps; assist drivers in the loading, unloading and securing handicapped students.

### **REPRESENTATIVE DUTIES:**

- Ride a school bus to provide safe and secure transportation for students with physical and educational handicaps. **E**
- Assist drivers in providing instruction to students for the proper procedures in riding a school bus. **E**
- Assist drivers in the safe loading, unloading and securing handicapped students; assure seat belts and wheelchair breaks and clamps are secured as required. **E**
- Operate equipment, including wheelchair lifts, tie downs, seat belts and other adaptive equipment as necessary. **E**
- Provide basic medical care and first aid to students according to established District procedures and policies; tend to medical needs and emergency situations including seizures, convulsions and behavior, and restrain according to established guidelines; contact local emergency services personnel as necessary. **E**
- Communicate with students, teachers and parents regarding special needs for students, bus schedules and other related concerns or questions. **E**
- Interact with students to maintain order and discipline on bus as required; monitor student activities and assure compliance with bus safety procedures.
- Assist in fueling and maintaining fuel and mileage record logs at pumping station. **E**
- Assist in maintaining the interior and exterior cleanliness of the bus. **E**
- Perform related duties as assigned.

### **KNOWLEDGE OF:**

Operation of wheel chair lifts, seat belts, restraining devices and wheelchair clamping devices.

Safe practices concerning school bus transportation.

Problems and concerns of students with special needs.

Health and safety regulations.

### **ABILITY TO:**

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

Assist student loading, unloading and seating arrangements as required.

Understand and relate to students with special needs.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Lift students according to established guidelines.

Observe health and safety regulations.

### **EDUCATION AND EXPERIENCE:**

Graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR Certificates.

### **WORKING CONDITIONS/ENVIRONMENT:**

School bus environment.

Considerable distraction from bus activities.

### **PHYSICAL ABILITIES:**

Sitting for extended periods of time.

Seeing to monitor student activities.

Carrying, pushing or pulling adaptive equipment and students.

Hearing and speaking to exchange information to parents, teachers and drivers.

Bending at the waist.

Kneeling.

Range 12