

# JOB DESCRIPTION

## Cumberland County School District

### SPECIAL EDUCATION- BUS ATTENDANT

#### **Purpose Statement**

The job of Bus Attendant was established for the purpose/s of providing support within the student transportation services area with specific responsibilities for assisting special education students during transport to and from school and/or special activities; ensuring orderly entering and leaving of bus patrons; maintaining seat chart of riders; and ensuring the safety and sanitation of assigned vehicles.

This job reports to Supervisor of Director of Special Education.

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#### **Essential Functions**

- Assists bus driver for the purpose of handling emergency situations until the driver can take over.
- Assists special education students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.
- Monitors students with special needs until released to teacher, instructional assistant, parent, etc. for the purpose of ensuring the safe transportation of all passengers.
- Prepares reports (e.g. seating chart of assigned riders, incident reports, passenger misconduct, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.
- Secures students and/or their equipment (e.g. restraints, checks wheel chair tie downs, seat belts, opens ramp, etc.) for the purpose of ensuring the safety and well-being of students.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of enduring documentation for future reference is in accordance with administrative and legal requirements.

#### **Other Functions**

- Attends meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; applying pertinent codes; preparing and maintaining accurate records; and operating equipment used in transporting special needs students.

KNOWLEDGE is required to understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; emergency evacuation techniques; first aide; health standards and hazards; state regulations and laws pertaining to the operation of school buses; and child behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; displaying tact and courtesy, establishing and maintaining effective working relationships; communicating with diverse groups; maintaining confidentiality; and working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed in a generally hazard free environment.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent or Bachelor's Degree.

**Requirement** This is a non-certified or certified position.

**Certificates & Licenses**

CPR/First Aid Certificate  
Valid Driver's License/Evidence of Insurability

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Certified is \$20 an hour