

SCHOOL DISTRICT OF GADSDEN COUNTY  
SERVICE DEFINITIONS AND DATA COLLECTION FORM

**BUS ATTENDANT**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Assist with the safe loading and unloading of students.
- \_\_\_\_\_ 2. Enforce safety rules for students.
- \_\_\_\_\_ 3. Monitor student behavior.
- \_\_\_\_\_ 4. Escort students to class or office if needed.
- \_\_\_\_\_ 5. Assist driver with keeping bus clean at all times.
- \_\_\_\_\_ 6. Attend assigned inservice meetings.
- \_\_\_\_\_ 7. Follow all policies pertaining to governing transportation.
- \_\_\_\_\_ 8. Be familiar, if assigned to ESE students, with each ESE student's exceptionality.
- \_\_\_\_\_ 9. Be aware, if assigned to ESE students, of each student's physical needs.
- \_\_\_\_\_ 10. Assist, if assigned to ESE students, with door-to-door loading and unloading, if needed.

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 11. Work independently or as a team member.
- \_\_\_\_\_ 12. Maintain a good relationship with bus drivers, students, parents and school personnel.
- \_\_\_\_\_ 13. Report to work punctually and regularly.
- \_\_\_\_\_ 14. Display an appropriate work ethic.
- \_\_\_\_\_ 15. Follow all transportation department policies.

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ 16. Communicate well with bus drivers and Director of Transportation.
- \_\_\_\_\_ 17. Represent the School Board in a positive manner.
- \_\_\_\_\_ 18. Perform other duties as assigned.

**4. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 19. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- \_\_\_\_\_ 20. \_\_\_\_\_
- \_\_\_\_\_ 21. \_\_\_\_\_
- \_\_\_\_\_ 22. \_\_\_\_\_
- \_\_\_\_\_ 23. \_\_\_\_\_

**5. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 24. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 25. The accurate and timely filing of all school reports.
- \_\_\_\_\_ 26. The completion of required professional development services.

**BUS ATTENDANT** (Continued)

\_\_\_\_\_ 27. \_\_\_\_\_  
\_\_\_\_\_ 28. \_\_\_\_\_

---

---

**DATA COLLECTION CODES**

**O -- Observed**  
**C -- Collected Data**

**I -- Clearly Indicated**  
**NE -- Not Evident**

**INTERACTION DATES**

**Formal Observations**

**Informal Observations**

\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Evaluator / Date)