

Escondido Union High School District Job Description

Job Title: Transportation Attendant
Employee Unit: Classified Bargaining Unit
Job Family: Instructional Support
FLSA Status: Nonexempt
Salary Level: 16
Approved by: Board of Education
Approved Date:

NATURE OF WORK

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Ride a school bus or orthopedic transportation or vehicle to provide safe and secure transportation for students with physical, educational and emotional handicaps.

Operate equipment, including wheelchair lifts, tie downs, seat belts, harnesses and other adaptive equipment as necessary.

Assist drivers in the loading, unloading and securing of handicapped students; assure seat belts harnesses and wheelchair clamps are secured as required.

Provide basic medical care and first aid to students according to established District procedures and policies; contact local emergency services personnel as necessary.

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

Attend in-service meetings and training courses as assigned.

Maintain order and discipline on bus as required; monitor student activities and assure compliance with bus safety procedures.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Any combination equivalent to: graduation from high school and one year experience working

with children with physical disabilities.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License

Valid First Aid certificate and CPR card

KNOWLEDGE OF:

Operation of mechanical lift, wheel chairs, seat belts, restraining harnesses and wheelchair clamping devices; safe practices concerning school bus transportation; problems and concerns of students with student needs; basic record-keeping techniques; applicable laws, rules and regulations; health and safety regulations; child guidance principles and practices, especially as they relate to special education students; problems and concerns of students with special needs; interpersonal skills using tact, patience and courtesy; appropriate student conduct.

ABILITY TO:

Ride a school bus for children with special needs and assist school bus driver in maintaining discipline while bus is in operation assuring safety of students; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required; understand and relate to children 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; maintain routine records; observe health and safety regulations; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; supervise and discipline students according to approved policies and procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear to exchange information to parents, teachers and drivers. The employee frequently is required to sit for extended periods of time. The employee is required to see to monitor bus activities. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds with assistance and occasionally lift and/or move more than 100 pounds with assistance. Must be able to lift, carry, push or pull adaptive equipment and children. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee must be able to bend at the waist, kneel or crouch; have the ability to climb stairs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

School bus environment

Considerable distraction from bus activities.

Hazards may include contact with blood and other body fluids; communicable diseases.

COMMENTS

The individual assigned to this position will work with severely handicapped students and must demonstrate patience, sensitivity and an ability to assist students who have been identified as having severe educational needs. As an employee of the Escondido Union High School District, this individual must present a professional, helpful and caring attitude, and must model the behavior expected of students and must be willing to provide paraprofessional assistance to the bus driver, assigned teacher and physical assistance to students.