

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: BUS ATTENDANT**

#### **BASIC FUNCTION:**

Under the direction of the Supervisor - Transportation, ride a school bus or orthopedic transportation vehicle to provide safe and secure transportation for students with physical, medical, educational, and emotional disabilities; assist drivers in the loading, unloading, and securing of disabled students.

#### **ESSENTIAL FUNCTIONS:**

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

Assist drivers in the loading, unloading, and securing of disabled students; assure seat belts, safety Velcro and buckle safety vests, and wheelchair securement devices are properly operated according to established procedures and guidelines as required.

Provide basic medical care and first aid to students, including suctioning, elimination care and other procedures according to established District procedures and policies as necessary.

Maintain order and discipline on bus as required; monitor student activities to assure children remain seated and comply with bus safety procedures; physically restrain violently aggressive children as necessary according to established procedures.

Maintain current knowledge of Emergency Evacuation procedures as required.

Operate equipment, including seat belts, safety vests and other adaptive equipment as necessary.

Attend and participate in assigned meetings, workshops, and seminars.

Perform related duties as assigned.

#### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Operation of wheelchairs, seat belts, safety vests and wheelchair securement devices.

Safe practices concerning school bus transportation.

Problems and concerns of students with special needs.

Interpersonal skills using tact, patience, and courtesy.

Applicable sections of the California Highway Patrol and Department of Education and other applicable laws, rules, and regulations.

First aid and medical care and emergency evacuation procedures.

Health and safety regulations.

Proper lifting techniques.

##### **ABILITY TO:**

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

Assist drivers in the loading, unloading and securing of disabled students.

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.  
Use proper lifting methods.  
Maintain current knowledge of Emergency Evacuation procedures.  
Perform First Aid and medical care.  
Observe health and safety regulations.  
Maintain consistent, punctual, and regular attendance.  
Sit for extended periods of time.  
See to monitor bus activities.  
Effectively communicate to exchange and understand information.  
Bend at the waist, kneel or crouch.  
Dexterity to move around a bus in motion to attend to students' needs.  
Lift the combined weight of children and their adaptive equipment.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of or ability to obtain and maintain a valid First Aid and CPR Certificate issued by the American Red Cross.  
Pass Employee Entrance Evaluation.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School bus or orthopedic transportation vehicle environment.  
Outdoor environment.  
Seasonal heat and cold or adverse weather conditions.  
Exposure to fumes, dust, odors, and oil/grease.  
Considerable distraction from bus activities.

**HAZARDS:**

Contact with blood and other body fluids.  
Communicable diseases.  
Contact with dissatisfied or abusive individuals.  
Fumes from bus operation.

**BOARD APPROVED:** May 2, 2023