

**TITLE:** School Bus Attendant

**QUALIFICATIONS:**

1. High school diploma or its equivalent.
2. Completion of board approved training course for school bus attendant.
3. Successful completion of a physical examination by a board approved physician.
4. Demonstrated aptitude for the work to be performed.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Regional supervisor.

**JOB GOAL:** To assist the bus operator in providing safe and efficient transportation for students.

**ESSENTIAL FUNCTIONS:**

1. Works closely with bus operator and school staff in controlling special education students on the bus and assists in all emergencies.
2. Operates the bus side-lift for loading and unloading students in wheelchairs.
3. Secures wheelchairs and other special needs equipment into place on the bus with the help of the operator.
4. Assists bus operator in maintaining discipline on the bus.
5. Assists in keeping assigned bus clean.
6. Participates in inservice training programs annually.
7. Complies with all requirements of transportation services directives, school board policies and state board of education regulations.
8. Attends parent and school conferences when requested.
9. Become familiar with specific equipment needs of exceptional education students.

**OTHER RESPONSIBILITIES:**

1. Complies with all requirements of Transportation Services directives, School Board policies and regulations of the State Board of Education.
2. Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**PHYSICAL REQUIREMENT:**

1. Position requires exerting up to 100 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.
2. Demonstrated ability to perform attendant agility test.
3. Position may require bending, twisting, and flexibility.

**TERMS OF EMPLOYMENT:**

Work year and salary as established by the Board and the SPALC bargaining unit through the collective bargaining process.

**ASSESSMENT:**

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of support personnel.

Adopted: 08-23-77

Revised: 11-18-86

Revised: 11-19-96

NC: 07-01-05

