

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Bus Attendant	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0915	WORK YEAR:	10 Months
DEPARTMENT:	Transportation Services	SALARY:	Range 28 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	01-01-65
		BOARD REVISION:	10-29-73 11-10-73
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform routine school bus monitoring, and provide student and bus driver assistance during daily school transportation routes; ensure all bus activities support the safety and welfare of all persons.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Monitor daily school bus activities to ensure proper student conduct at all times, and adherence to appropriate disciplinary controls according to district policies. **E**

Ensure the safe loading and unloading of students to and from destinations, to include operation of specialized equipment for attending to students with special needs; may assist with wheelchair lifts, tie-downs, and seat belts. **E**

Work in a team environment with the driver; assist with emergency bus evacuation procedures; operate a two-way radio system. **E**

Assist bus driver with pre-and post bus inspection activities to ensure proper operating conditions, adherence to prescribed Transportation Department standards; and compliance with proper safety standards; provide route assistance to substitute bus driver when regular driver is absent. **E**

Perform routine cleaning due to student behavior or illness, and attend to spills and cleaning of bodily fluids. **E**

Establish and maintain effective communication and working relationships with bus drivers, district personnel, school officials, parents, and students. **E**

Move about while bus is in motion in order to attend to needs of students; ensure student safety in case of seizure; lift and carry moderately heavy objects. **E**

May fill out incident report forms, and document injuries of students or others while riding on the bus. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school. Prefer some experience with elementary-age or special needs students.

LICENSES AND OTHER REQUIREMENTS:

Employee entrance evaluation (lifting test).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Habits of elementary-age and special needs students.
- Emergency bus evacuation procedures.
- Two-way radio systems.
- District policies and procedures related to assigned function.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Be patient and understanding with handicapped and special needs students.
- Maintain balance when standing while bus is in motion and stopping.
- May operate, maneuver, and/or control the actions of safety restraining and wheelchair lift devices.
- Work with all types of students.
- May secure wheelchairs on the bus.
- Operate a two-way radio system.
- Communicate effectively.
- Lift and carry moderately heavy objects according to safety regulations.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

School and school bus environment.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information; dexterity of hands and fingers to secure wheelchairs and assist students; see to monitor student activities; stand for extended periods of time while bus is in motion; walk up and down bus stairs; bend at the waist, and reach overhead, above the shoulders, and horizontally; lift, carry, push, and/or pull moderately heavy objects and materials.

SAMPLE HAZARDS:

Exposure to bodily fluids; exposure to students being physically aggressive and non-compliant.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date