

## Sweetwater Union High School District

### TRANSPORTATION ATTENDANT

#### **Purpose Statement**

The job of Transportation Attendant is done for the purpose/s of riding a school bus to provide safe and secure transportation for students with physical, medical, educational and emotional handicaps; assisting drivers in the loading, unloading and securing of handicapped students.

#### **Essential Functions**

- Rides a school bus for the purpose of providing safe and secure transportation for students with physical, educational and/or emotional handicaps.
- Monitors students (e.g. unruly, disruptive, abusive language, etc.) for the purpose of preventing distraction to the driver or injury to themselves or other students/passengers.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Monitors students with special needs until released to teacher, instructional assistant, parent, or other designated staff for the purpose of ensuring the students' safety.
- Provides first aid care to students as may be required for the purpose of performing first aid and/or CPR in a medical crisis according to established district procedures and policies; contacts local emergency services personnel as necessary.
- Assists the driver with a variety of tasks (e.g. loading, unloading, securing of students with seat belts, harness, adaptive equipment, etc. for the purpose of supporting the driver and maintaining the safety of students during transport as necessary.
- Communicates with students, teachers, bus drivers and/or parents regarding special needs for students, bus schedules and other related concerns or questions for the purpose of assisting with disseminating information to appropriate parties and/or providing guidance to substitute drivers.

#### **Other Functions**

- Attends meetings as assigned (e.g. training, inservice, etc.) for the purpose of receiving and/or conveying information to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; operating equipment used in a specialized bus setting; and preparing and maintaining accurate records.

KNOWLEDGE is required to understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: operation of seat belts; age appropriate activities; health standards and hazards; and safety practices and procedures.

ABILITY is required to collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of

the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; working as part of a team; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization’s services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 65% sitting, 15% walking, and 20% standing. The job is performed under a generally hazard free environment and in a clean atmosphere.

**Education/Experience**

Any combination equivalent to High School diploma or equivalent, and one year of experience working with children with physical disabilities, or other related experience.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid First Aid & CPR Certificates

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410*

**Paraprofessional Job Description**  
Adopted by BOT 2/19/13

**Salary Range: 40**