**4.19**

**GREENE COUNTY SCHOOLS**

**TITLE:** *BUS ATTENDANT*

**QUALIFICATIONS:** 1. High School Diploma or G.E.D.

2. Willingness and ability to work with lower functioning students.

3. Must be of high moral character, courteous and dependable.

**REPORTS TO:** Director of Transportation

**JOB GOAL:** The job of Bus Attendant is done for the purpose/s of overseeing students and/or special education students over scheduled routes and/or to/from special excursions; enforcing rules, regulations and laws to maintain safety during transport; and ensuring the safety of special education students during transport, loading and unloading from buses.

**PERFORMANCE RESPONSIBILITIES:**

1. Administer first aid for minor injuries for the purpose of providing emergency or necessary care in accordance with district, state and federal requirement.
2. Assess potential emergency situations for the purpose of taking appropriate action to protect the well being of passengers.
3. Assist Bus Driver in cleaning/sanitizing the interior of buses for the purpose of ensuring a safe and sanitary environment.
4. Assist Bus Driver in maintaining order and discipline on the bus for the purpose of ensuring the safety and well-being of students on the school bus.
5. Assist in conducting emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
6. Assist in providing first aid to students including EPI-Pen for the purpose of providing for the physical care of students riding District buses.
7. Assist special education students for the purpose of providing for special needs during transport, safe ingress and egress from buses including both emergency situations and normal transport.
8. Implement intervention strategies and perform direct behavior management services for the purpose of maintaining order and discipline on the school bus.
9. Instruct special education students and other passengers for the purpose of enforcing rules and regulations and maintaining safety.
10. Lift students and/or equipment for the purpose of positioning or repositioning students as appropriate.
11. Monitor student behavior for the purpose of diffusing situations and/or preventing distraction to the driver or injury to themselves or other passengers.
12. Prepare written materials (e.g. referrals, incident reports, student count, passenger misconduct, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
13. Report observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
14. Secure students and/or equipment (e.g. wheelchairs, car seats, restraints, seat belts, etc.) for the purpose of ensuring the safety and welfare of students.
15. Assist other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
16. Attend meetings (e.g. training, inservice, discipline meetings, conferences, etc.) for the purpose of conveying and/or gathering information required to perform function.

**TERMS OF EMPLOYMENT:** 180 days. Wages and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with

provision of the Board’s policy on Evaluation of Support Services

Personnel.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Employee)