

CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

JOB DESCRIPTION

CLASSIFICATION: TRANSPORTATION SUPPORT
TITLE: BUS ATTENDANT
CALENDAR: [BUS ATTENDANT FULLTIME](#)
[BUS ATTENDANT PART TIME](#)
SALARY: [GRADE 4](#)

Employee must be able to successfully complete a physical agility test that will be conducted by district transportation personnel. Employee must be able to pick up 30 pounds from the ground to the back of the bus and drag up to 125 pounds 30 feet in 30 seconds.

Job Goal Work in cooperation with the bus driver to unload and load students and ensure safety and orderly conduct.

Minimum Qualifications:

- Experience working with children with special needs desired
- Good communication and good human relations skills
- Ability to work with various groups, teachers, administrators and students
- Ability to work flexible hours
- Knowledge of and adheres to all policies, regulations and procedures
- Vision and hearing adequate to exercise job responsibilities in a safe manner
- High School diploma, GED or the equivalent desired

Core Job Functions:

- Administer emergency first aid if and when it is needed within realm of training
- Maintain discipline when students are on the bus and works with the driver to report negative student behavior issues through the proper channels
- Ensure that passengers remain in their seats with their seat belts buckled, and that the passengers conduct themselves in a safe manner.
- Report any safety problem or potential safety problem in conjunction with the bus driver to the appropriate management staff
- Participate in the bus safety drill program for all schools and maintain necessary records
- Keep emergency evacuation plans up to date
- Work as a team, assist passengers and the bus driver in any emergency situation
- Check the entire bus for passengers and/or passengers' belongings at the end of each run
- Know the route, location of stops, and which passengers should board or exit the bus.
- Assist the bus driver if and when backing is required
- Have knowledge and be able to operate all emergency equipment, wheel chair equipment, passenger restraints, and two way radio
- Report all incidents/accidents immediately with the bus driver to proper authorities according to Department policy and procedure.
- Keep up to date on all personal certification requirements required for position.
- Be flexible and perform all duties in a safe and prudent manner
- Follow district policies as outlined

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner

- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintaining courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Bus Drivers and Bus Attendants

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, bloodborne pathogens, and loud noises. Employees may be required to lift or exert up to 50 pounds of force to move objects occasionally, up to 30 pounds of force to move objects frequently, and up to 30 pounds of force to move objects constantly. Employees must be able to pass the physical performance test in accordance with the Arizona Department of Public Safety and Arizona Administrative Code R13-13-102. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.