

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION - CLASSIFIED**

POSITION: BUS ATTENDANT/VEHICLE RIDER

RANGE: 3

A. PRIMARY FUNCTION

Under general supervision, maintains order to provide safe and secure transportation for students, including attending to students who have medical, physical, behavioral, and/or emotional needs while they are transported to and from school in district vehicles.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Ride on district vehicles with a variety of students to provide safe and secure transportation
2. Assist driver in the loading, unloading of students, some of whom have special needs
3. Maintain order and discipline on the bus.
4. Monitor student activities and assure compliance with vehicle safety procedures.
5. Physically restrain students as necessary according to established restraint protocols and procedures
6. Provide basic medical care and first aid to students according to established district protocols and procedures
7. As needed, receive student prescription medication from the parent or guardian and deliver to the appropriate school employee as prescribed by district procedure and/or applicable law
8. In the event of a medical emergency, follow applicable policies and the district's written emergency and/or medical care plan, including monitoring student safety until the student can be transported to a facility to receive medical assistance
9. Move safely about a moving vehicle to attend to students
10. Communicate with students, driver, school site personnel, parents, and medical personnel on a variety of topics including, but not limited to, bus schedules, seating arrangement, social/emotional/behavioral concerns, and medical needs
11. Report to appropriate staff observations and/or incidents related to discipline, accidents, behavior, emotional needs of students
12. Assist driver in any type of emergency situation
13. Perform other duties as assigned

C. QUALIFICATIONS

- a. High School Diploma or equivalent
 - b. At least one (1) year experience working with school-age children, preferably those with special needs
 - c. Current, valid CPR and First Aid Certification
 - d. Valid California Driver's license
1. Knowledge of:
- a. Health and safety regulations
 - b. Diabetic procedures and responses to emergencies
 - c. Children with special needs
 - d. Safe transportation procedures
 - e. Safe student restraint procedures

2. Ability to:
- a. Maintain a calm and reassuring presence while in a stressful situation
 - b. Maintain order among students in a positive manner
 - c. Follow both written and oral directions
 - d. Communicate effectively using clear, concise language, both orally and in writing
 - e. Maintain consistent, punctual, and regular attendance
 - f. Maintain cooperative relationships with staff, students, and parents
 - g. Learn the operation of wheelchairs, safety belts and harnesses, safety vests, and wheelchair loading devices
 - h. Learn and implement specialized health care included in a medical plan
 - i. Learn and implement the safe practices related to district transportation
 - j. Ability to work a split shift
 - k. Learn and implement emergency evacuation procedures from vehicles
 - l. Handle private and confidential information in a discreet manner
 - m. Exercise good judgement in unusual circumstances

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

- 1. Physical dexterity sufficient to write, use the telephone and/or other medical equipment
- 2. Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment.
- 3. Ability to hear and understand speech at normal levels in person or on the telephone.
- 4. Ability to communicate in English so others will be able to clearly understand a normal conversation in person or on the telephone.
- 5. Ability to lift/carry students with or without assistance weighing up to 45 pounds
- 6. Physical mobility, agility, and stamina to move about the work environment, including inside school vehicles and buses as well as on or off campus sites
- 7. Ability to walk, stand, climb stairs, bend, crouch, twist, and reach in all directions, including above the head for prolonged periods of time
- 8.

F. WORKING CONDITIONS

Varied school environments, both in vehicles and on and off campus, subject to sitting for prolonged periods in a vehicle, lifting, standing, bending, crouching, kneeling to assist students, pushing/pulling wheel chairs or other equipment, and reaching in all directions.