

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Bus Attendant
CONTRACT YEAR:	192 Days
PAY GRADE:	N/A
BARGAINING UNIT:	FOPE – Transportation

QUALIFICATIONS:

EDUCATION: Must possess basic comprehension and fluency in English. Standard high school diploma or satisfactory completion of an approved General Equivalency Diploma (GED) Testing Program preferred.

EXPERIENCE: Experience of working or volunteering in an atmosphere which included mentally, physically and/or emotionally handicapped children or adults is preferred.

ADDITIONAL REQUIREMENTS:

Must be at least eighteen (18) years of age. Possess sensitivity to the needs and feelings of individuals requiring special care. Ability to control student behavior to the extent necessary for the driver to safely perform the driving assignment required.

1. Prior to riding with students on a school bus each bus attendant shall meet the following requirements:
 - a) successfully complete forty (40) hours of pre-service training consisting of at least twenty (20) hours of classroom instruction and at least eight (8) hours of hands-on training based on Broward County School Board Bus Attendant curriculum or equivalent training as determined by responsible Director or designee.

- b) demonstrate the physical and mental capabilities required to carry out all assigned responsibilities as a bus attendant.
 - c) demonstrate the ability to prepare required written reports.
2. At the time of reappointment for the next school year, the bus attendant shall meet the following requirements:
- a) meet all requirements stipulated under qualifications for a bus attendant.
 - b) successfully complete a minimum of eight (8) hours of in-service training within the preceding twelve (12) months or appropriate in-service training requirements as determined by responsible Director or designee.

Computer skills as required for the position. Bilingual skills preferred.

REPORTS TO: Director, Student Transportation & Fleet Services

SUPERVISES: Supervision of students assigned to their bus.

POSITION GOAL: To provide care and assistance to exceptional students requiring bus transportation and to maintain acceptable department of student passengers so the driver may operate the bus.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Bus Attendant shall:

1. assist physically handicapped students onto and off of the bus: lower hydraulic chair lift to ground to accept wheel chair and student, lift up and into bus, and secure chair to bus to prevent movement during transportation; attach all required harnesses, braces, etc. for student protection; monitor student safety during transportation; care for special needs, as necessary.
2. study and understand bus route and schedule to assist driver or substitute driver, as necessary; cultivate a congenial rapport with parents, students, guardians, school staff members, citizens and all other individuals.
3. maintain surveillance of student passengers during transport; inform students of behavior and safety rules and enforce, as necessary; reprimand unruly students verbally or with written referrals, in collaboration with bus driver.

4. respond to requests by the Bus Operator regarding any aspect of student transportation and safety.
5. prepare written reports as required.
6. master the principles of first aid and administer as needed.
7. perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
8. participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.
9. review current developments, literature, and technical sources of information related to the job responsibility.
10. ensure adherence to good safety procedures.
11. follow Federal and State laws, as well as School Board policies.
12. perform other duties as assigned by director, supervisor or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequent contact with students, parents, guardians, school staff members, citizens and all other individuals while providing transportation services in a safe, efficient, cooperative and courteous manner.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board and subject to the Collective Bargaining Agreement.

FLSA OVERTIME CATEGORY:

Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 9/20/84
& Adopted: 10/4/84

Revised: 4/7/92 &
Adopted: 5/5/92

Revised: 6/18/96 &

Adopted: 7/16/96

Calendar Change: 7/29/97 Item G-1

Board Adopted: 12/16/03

Revised: 10/18/04

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