



Job Description

Job Title: Bus Attendant

Reports to: Director of Transportation

Qualifications/Job Requirements:

- High School Diploma or GED
- Physical Requirements: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling, some climbing and balancing, some stooping, kneeling, crouching and/or crawling, and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing.

Responsibilities and Essential Functions:

- Lifts and carries students with disabilities on and off the bus according to their individual needs;
- Supervises students as they board and leave bus and cross street;
- Takes children into building and help them find their way;
- Learns and adapts to each student's special medical, physical, communicative, and emotional needs;
- Manages student behavior and report student discipline problems to appropriate administrator;
- Communicates with teachers and parents on a daily basis regarding student behavior while on bus;
- Supervises use of seat belts, harnesses, or car seats by students;
- Follows emergency procedures and help driver administer first aid, if necessary;
- Operates equipment according to established safety procedures;
- Follows established procedures and techniques to perform job duties including lifting, assisting students, etc.;
- Becomes familiar with and follow procedures established by transportation and special education offices;
- Helps driver keep bus clean;
- Other duties as assigned

FLSA Status: Non-Exempt

Terms of Employment: 188 Day Calendar; Hourly rate to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy.

The Jackson-Madison County School System (JMCSS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.