

**Washington Parish School System
Job Description**

Title: **Bus Attendant**

Qualifications: **High School Diploma or Equivalency**
Physical ability to repeatedly walk up and down bus steps, lifting capability, and the ability to push and pull a variety of equipment; care and supervision of students aboard a school bus while being transported to and from school under the direct supervision of a bus driver

Evaluator: **Principal**

Job Goal: **To assist in the care, safety, and supervision of students aboard a school bus while being transported to and from school, under the direct supervision of a bus driver.**

Performance Responsibilities:

1. Assists students for the purpose of providing health care and other special needs during transport, safe entry and exit from buses including both emergency and normal transport.
2. Assists the bus driver in maintaining good, safe student conduct on the bus and informs the bus driver of student violations of bus rules and regulations.
3. Assists in providing first aid for students during emergencies, according to health care plans and/or emergency procedures.
4. Operates lifts to load and unload students in wheelchairs (or other conditions that warrant using a lift), attaching wheelchairs to the appropriate brackets to safely secure student riders, as directed.
5. Uses or assists in using a variety of emergency and safety equipment, such as fire extinguishers, first aid kits, reflectors, strap cutters, parking brake, manual/automatic wheelchair lifts, harnesses/restraints, d-ring belts, car seats, etc.
6. Verifies that all the students are off the bus at school in the mornings and after the last stop in the afternoons. Checks for personal items on the bus and return items to the principal, after unloading.
7. Establishes and maintains effective working relationships with teachers, parents, students, administrators.
8. Makes sure that students are safely on campus in the mornings and loaded onto the bus in the afternoons by assisting with escorting students from the bus to the campus in the mornings or from the campus to the bus in the afternoons (May have to get off the bus to assist teachers and/or paraprofessionals to get students safely on and off the bus).
9. Attends safety workshops, in-service trainings, and pre-term operational meetings, as required by the school system.

10. Implements and follows individual student behavior plans, as directed, collects behavior data from sources (behavior on bus, from teachers, etc.).
11. Responds to behavior situations according to training and implementation of the student behavior plan, if one is in place.
12. Summarizes incidents with factual information observed or experienced; and notifies principal/teacher/bus driver of unusual or dangerous incidents accurately.
13. Follows the “no corporal punishment allowed by bus attendants” policy.
14. Maintains confidentiality of all records and student information, as well as, all other school business.
15. Performs other duties and assumes other responsibilities as assigned by the Principal.

Terms of Employment: Salary based on 180 days.

Salary Schedule: See Salary Schedule as established by the Washington Parish School Board.

Evaluation: Washington Parish School Board Staff Evaluation

Signature: _____

Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.