

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SPECIAL EDUCATION BUS ATTENDANT

BASIC FUNCTION:

Under the direction of Executive Director of Special Education or designee, ride a school bus to provide safe and secure transportation for students with physical, medical, educational and emotional disabilities; assist drivers in the loading, unloading and securing of disabled students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Ride a school bus or District approved transportation vehicle to provide safe and secure transportation for students with physical, educational and emotional disabilities.

Operate equipment, including, wheelchair lifts, tie downs, seat belts, harnesses and other adaptive equipment in an emergency.

Operate vagal nerve stimulator magnet.

Provide basic medical care and first aid to students according to established procedures and policies; contact local emergency services personnel as necessary.

Communicate with students and teachers regarding special needs for students, bus schedules and other related concerns or questions; assist substitute drivers with regularly scheduled routes and schedules as necessary.

Attend regular in-service meetings and training courses as assigned.

Maintain order on bus as required; monitor and report student activities, and ensure compliance with bus safety procedures.

Maintain a log of medical activity that occurs during transport.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of mechanical lift, wheel chairs, seat belts, restraining harnesses and wheelchair clamping devices.

Operation of vagal nerve stimulator magnet.

Safe practices concerning school bus transportation.

Problems and concerns of students with special needs.

Basic record-keeping techniques.

Applicable laws, rules and regulations. Health and safety regulations.

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ABILITY TO:

Ride a school bus for children with special needs and assist school bus driver in maintaining order while bus is in operation ensuring safety of students.

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Maintain proper records and documentation.

Assist with student loading, unloading and seating arrangements as required. Operate a vagal nerve stimulator magnet.

Understand and relate to children with special needs.

Establish and maintain cooperative and effective working relationships with others. Communicate effectively both orally and in writing.

Lift students according to established guidelines.

Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent and some experience working with children with physical disabilities.

LICENSES AND OTHER REQUIREMENTS:

Requires valid First Aid and CPR certificates issued by an authorized agency.

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

School bus environment.

Considerable distraction from bus activities.

PHYSICAL DEMANDS:

Sitting for extended periods of time.

The ability to see to monitor bus activities.

Lifting, carrying, pushing or pulling.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching. Climbing stairs.

FINAL 3.21.14

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