

**JOB DESCRIPTION**  
**National School District**

**Transportation Student Attendant**

---

**Purpose Statement:**

Under the general supervision of the Director of Transportation, designee, and/or assigned school bus driver, assists in the care and supervision of students with/without disabilities; assists students in boarding and deboarding a school bus/vehicle; assures the safety of students; maintains appropriate order and conduct on the bus; monitors/responds to student's healthcare issues.

---

**Essential Functions**

- Assists bus driver in maintaining order and discipline on the bus for the purpose of ensuring safety and well-being of students.
- Assists students with/without disabilities on and off the bus and may be required to lift/assist students with mobility limitations.
- Ascertain that all students are safely seated according to instructions and regulations as determined by the Transportation Department.
- Ensures that all personal belongings/equipment of students, such as crutches, wheelchairs, books, lunches, etc., are properly and safely secured during transit.
- Monitors each student's behavior and maintains a quiet orderly atmosphere on the bus at all times to ensure the safety is secured during transit.
- Monitors safety and well-being of all students.
- Establishes and maintains cooperative and effective relationships with others.
- Reports incidents to the driver and alerts the Transportation Department of special problems or significant needs of students.
- Assists in instruction of students regarding proper bus behavior and emergency procedures.
- Administers first aid according to established guidelines.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings and in-service trainings for the purpose of conveying and/or gathering information required to perform functions.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

Working knowledge of basic written and spoken English.

Skills to provide for special health care of needs of students, communicate effectively with students and caregivers.

Knowledge of policies and procedures of the Transportation Department.

**Responsibility**

Responsibilities include working effectively to apply District policies and procedures related to transportation of students.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: climbing/balancing, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; talking/hearing conversations, near/far visual acuity/depth and significant fine finger dexterity. Generally, the job requires 10% sitting, 30% walking, and 60% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent preferred.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam

**Certificates & Licenses**

First Aid Certificate

**Continuing Education Training**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

---

**FLSA Status**

Non-Exempt

**Approval Date**

3-14-18

**SalaryGrade**

Clafd 8