

PLEASE POST

**(3) BUS ATTENDANTS**

**Date Posted:** April 15, 2021 Revised April 19, 2021  
**Closing Date:** April 29, 2021 or Until Filled  
**Anticipated Start Date:** As Soon As Possible  
**Department:** Transportation

**Summary:** Assists with special needs of students in transporting them and substitutes for bus drivers to transport students over specified routes according to time schedules.

**Essential Duties and Responsibilities:** *Work is performed under the general supervision of administration. An employee in this position may be called upon to do any or all of the following: (Other duties may be assigned.)*

1. Assists with special needs of students, including:
  - a. Assists students in wheelchairs on and off the vehicle and secures the wheelchairs on the bus.
  - b. Manages student behavior problems.
  - c. Positions students.
  - d. Lifts students.
  - e. Restrains students.
  - f. Monitors conduct of students.
  - g. Assists students with other needs as identified.
2. Communicates in an appropriate fashion with students, parents and employees.
3. Cleans and disinfects vehicle- including sweeping, washing, mopping and cleaning exterior of vehicle.
4. Substitutes for bus driver. Bus Driver responsibilities include but are not limited to pre- and post-trip inspections, planning routes, fueling the bus, and many of the responsibilities listed for Attendants.
5. Administers first aid.
6. Maintains written records.
7. Loads and unloads equipment, materials, etc.
8. Regular and predictable in-person attendance is required for this position.
9. Various other related duties as assigned.

**Supervisory Responsibilities:** Supervises students while transporting them.

**Qualification Requirements:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:** High school diploma or equivalent education and experience. Must have no more than 6 points on driving record. Must be able to successfully complete and to utilize course in

first aid techniques.

**Certificates, Licenses, Registration:** Must be 18 years of age. Must be able to obtain a Commercial Driver's License, class B designation with C, P and S endorsements before the end of probationary period. Must have a good driving record at time of hire and throughout term of employment.

**Language Skills:** Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**Reasoning Ability:** Ability to apply common sense to understand and carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:** Ability to work in a friendly manner with co-workers, students and parents. Ability to read and understand maps. Ability to pass State Bus Driver Skill Test, State Bus Driver Written Test, Department of Transportation physical including drug test, and MDE Basic Training Program. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. The employee must be able to meet deadlines with severe time constraints. The employee has direct responsibility for the safety and well-being of others.

**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee is continuously bending or twisting at the neck and will frequently bend at the waist. The employee frequently repeats the same hand, arm or finger motions. The employee frequently uses hand strength to grasp tools and controls and is periodically driving on the job. The employee frequently pushes and pulls up to 100 pounds such as a student in a wheel chair, and must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and peripheral vision. Employee must be able to speak and hear, climb and descend steps, and occasionally use approved physical restraint techniques.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee works outdoors in all weather conditions to load and unload bus passengers, and occasionally will walk on slippery surfaces. The noise level in the work environment is frequently loud such that the employee or a passenger may have to raise his voice to be heard. The employee will occasionally be exposed to bus exhaust fumes and potentially could be exposed to petroleum products while fueling a bus.

**Pre-employment Screening:** Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

**Employment Date, Salary, and Fringe Benefits:** Anticipated employment date is as soon as possible. Placement on Bus Attendant's salary schedule is dependent upon qualifications and experience. New employee starting hourly pay range is \$14.25 - \$15.14. Newly hired attendants will be eligible for employer-paid health insurances ONLY for the employee. The employee will be eligible to pay the

additional cost to add eligible family members through a deduction from the employee's pay; paid long-term disability and life insurance; paid sick and personal business days.

**Contact:** Interested parties should go to our website, [www.jcisd.org](http://www.jcisd.org) to complete an online application.

### **APPLICATIONS ACCEPTED UNTIL APRIL 29, 2021 OR UNTIL FILLED**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.