
TITLE: SPECIAL EDUCATION BUS ATTENDANT

QUALIFICATIONS:

1. Should have an understanding of students' behaviors and their conditions and how to deal with their needs.
2. Must have the ability to maintain a positive environment on the school vehicle. Must have the ability to maintain passenger discipline to ensure the safety and wellbeing of the students.
3. Must be able to secure the wheelchairs into the restraints equipped on the vehicles using the appropriate securement tie-down system.
4. Must have the ability to lift a fifty (50) pound student and place them into and out of a child seat. Must have the ability to install and remove child safety seats according to guidelines.
5. Must have the physical ability to exit the emergency door safely and sit for extended periods of time.
6. Must be clean and neat in appearance at all times.
7. Strong interpersonal and communication skills.
8. Must have the ability to speak, read and write in English.
9. Require criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO: Director of Transportation

JOB GOAL: To provide safe transportation for students to and from school.

PERFORMANCE RESPONSIBILITIES:

1. Shall comply with and enforce all rules and regulations of the NJ State Department of Education and of the Toms River BOE.
2. Shall perform all duties in accordance with the negotiated agreement between the Board of Education and the union in most efficient manner possible and cooperate with the transportation staff, school administrators, co-workers and parents in the interest of the school district.
3. Check employee mailbox and bulletin board daily for any office communication and announcement before AM run and at the end of the day.
4. Assist the students and driver in all of their needs in order to provide for safe transportation. This includes but is not limited to assisting students on and off the vehicle, as well as securing seat belts, child seats, wheelchairs and walkers and any trays, tanks or accessories that may be required to be transported. Watch and protect the students well being on the vehicle. Attend to their physical needs while on the school vehicle.
5. Will assist in all aspects of the students daily program, this may include maintaining daily records of student behavior or physical or mental conditions while the student is on the vehicle when directed by school or district administration.

SPECIAL EDUCATION BUS ATTENDANT (Continued)

6. Perform any other tasks assigned by the Assistant Transportation Supervisor, Director of Transportation or district administration.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Employed on a 10 Month basis

Adopted by: Toms River Regional Schools

Date: 3/16/2016

Revision: 02/19/20