

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

SUBSTITUTE - BUS ATTENDANT

Required Qualifications:

- Basic knowledge of first aid procedures
- Provide support, instruction, and behavior management to help students understand and comply with school bus safety rules
- Ability to interact with operator, other staff, pupils, parents and general public

Desired Qualifications:

- Experience in school transportation preferred
- Experience in working with exceptional education students preferred
- Ability to pass a dexterity examination annually
- High school diploma or General Education Diploma (GED)

Performance Responsibilities:

- Assist students as needed when loading or unloading the bus
- Place wheelchairs on to and off of the hydraulic lift
- Move each wheelchair into its place on the bus and properly secure the wheelchair into place
- Secure all seat belts, car seats and wheelchair tie downs
- Account for all students
- Be familiar with characteristics of students assigned to bus routes
- Under the direction of the bus operator, assist in controlling student behavior on the bus
- Assist operator in all emergency situations in a calm and orderly manner
- Become familiar with the responsibilities of the bus operator, including knowledge of radio procedures and the route the bus takes daily
- Perform other duties as assigned by the Safety & Training Specialist and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Safety & Training Specialist and/or designee

Evaluation:

Not required for substitute positions

Terms of Employment:

Temporary, on an as-needed basis

“At will” employee – can be dismissed at the discretion of the Superintendent of Schools and/or designee

Salary:

Salary based upon approved salary schedule – Noninstructional Substitute

Job Code:

78032

Board Approved: 07/26/05

Revised: 06/20/06, 01/20/09, 05/17/11, 06/10/14, 2/26/19