

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

<b>UTILITY BUS ATTENDANT</b>
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Basic knowledge of first aid procedures
- Provide support, instruction and behavior management techniques to help students understand and abide by school bus safety rules
- Ability to interact with operator, other staff, students, parents and general public
- Ability to pass a dexterity examination annually

**Desired Qualifications:**

- Experience in school transportation
- Experience in working with exceptional education students

**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 car seats and wheelchair tie-downs
- Ensure that all ESE students are accounted for and exit the bus correctly
- Be familiar with characteristics of students assigned to bus routes
- Assist in controlling student behavior on the bus, under the direction of the Bus Operator
- Assist Bus 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:**

Annual evaluation done by the Safety & Training Specialist and/or designee

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule – Noninstructional Level D

**Job Code:**

78032

Board Approved: 06/10/14  
Revised: