

Loudoun County Public Schools

Bus Attendant (PS4312)

JOB POSTING

Job Details

Title

Bus Attendant

Posting ID

PS4312

Description

Position Overview

The Bus Attendant is responsible for the comfort, safety, and physical well-being of students by assisting them as they are being transported to and from school. Bus Attendants follow specific instructions and procedures and refer nonstandard situations to a supervisor.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Provides physical assistance to students as they board and leave the bus and while in-route.
- Performs daily pre-trip safety inspection of all seats, restraint systems, and safety equipment prior to the bus leaving the parking area.
- Assists with lifting, folding, unfolding, and putting wheelchairs in position.
- Assists children using adaptive devices and secures children in seats.
- Assists the bus driver in completing reports and in maintaining a clean, safe environment inside the bus.
- Assists substitute bus drivers with route information and performs related work as directed.
- Converses with students, parents, school staff and guardians of students regarding the students transportation on the school bus.
- Completes written reports as required by departmental leadership, policies and/or procedures.

Qualifications

Below are the qualifications for this position:

- High School Diploma or GED required
- Possesses ability to perform basic first aid and emergency treatment procedures
- Ability to follow and provide oral and written directives effectively with students, staff, caregivers and parents in English.
- National Safety Council First Aid and CPR certifications (provided during training)

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle or feel objects or tools; and reach with hands and arms. The employee is regularly required to see, talk and hear. The employee is occasionally required to sit; walk; stoop, kneel, crouch or bend and may be required to lift approximately 50 pounds. May be exposed to extreme temperatures.

Pay Lifecycle:

In Training: Universal Level 4, Step 1

After Training in Full-Time Position: Universal Level 4

After Training in Part-Time Position: Banded Level 5

Salary Scale: lcps.org/compensation

Salary: \$18.80

FLSA status: Non-Exempt

Months/Days/Hours: As Needed

Reports to: Team Lead – Training or Lead Bus Driver

Shift Type

Part-Time

Salary Range

Please view compensation page linked above - from menu, click corresponding salary scale / Universal Level 4

Location

Monitoring Services

Applications Accepted

Start Date

01/27/2023

Job Contact

Name

**SUP-13F, SUP-13J, SUP-13T,
HRTD-C**

Title

Email

recruitment@lcps.org

Phone