



Attendant, Bus

Pay Scale: Classified

Level: 8

FLSA status: Non-Exempt

Months/Days/Hours: 10 months, 183 days, hours per day vary

Reports to: Lead Bus Driver

Location: Transportation

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds; safe student transportation; and high-quality, affordable, and nutritious school meals. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The Department includes the following teams: Construction Services, Facilities Services, Management and Coordination, Planning Services, Safety and Security, School Nutrition Services, and Transportation.

Position Overview

The Bus Attendant is responsible for the comfort, safety, and physical well-being of disabled 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.

Qualifications

Below are the qualifications for this position:

- High School Diploma or GED required
- Communicates effectively with students, staff and parents
- Possesses ability to perform basic first aid and emergency treatment procedures

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- Experience working with children with physical challenges
- 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.

Virginia Nondiscrimination Disclosure

The Loudoun County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. Loudoun County Public Schools (LCPS) does not discriminate based on race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, disability, or veteran status, in employment or in its programs and activities. LCPS provides equal access to the Boy Scouts and other designated youth groups.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.