

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BUS ATTENDANT/ DELIVERY CLERK

SALARY SCHEDULE: SSP-6/SSP-8

COST CENTER: TRANSPORTATION DEPARTMENT (9030)

QUALIFICATIONS:

- (1) Possess a High School Diploma or equivalent. or
- (2) Must pass District approved Driver Safety Course
- (3) Basic understanding of children.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic understanding of the skillful and safe operation of District mini-van and small SUVs. Thorough understanding of State of Florida traffic regulations. Knowledge and understanding of children with disabilities. Ability to communicate effectively. Ability to follow directions and to work as a team member with drivers.

REPORTS TO:

Supervisor, Transportation

JOB GOAL

To assist the driver with the safe loading and unloading of students with disabilities/Provide efficient and effective mail service to departments and schools.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Display a thorough understanding of the safe operation of a pony vehicle.
- *(2) Perform a pre- and post-route check of required equipment according to established guidelines.
- *(3) Assist, twice annually, bus evacuation drills according to established guidelines.
- *(4) Display a thorough understanding and use of the District Bus Discipline Procedures.
- *(5) Maintain the proper records and reports as required.
- *(6) Follow the twenty (20) day inspection process.
- *(7) Report any and all irregularities in vehicle performance.
- *(8) Maintain a clean interior for both the pony vehicle and bus.
- *(9) Instruct students in safety precautions and bus rules.
- *(10) Signal children when to cross street or highway and see them safely across before departing.
- *(11) Demonstrate initiative in the performance of assigned responsibilities.
- *(12) Model and maintain high ethical standards.
- *(13) Follow attendance, punctuality, and proper dress rules.
- *(14) Maintain confidentiality regarding school matters.
- *(15) Maintain positive relationships with staff and students.
- *(16) Participate in workshops and training sessions as required.
- *(17) Communicate effectively with staff, students, and parents.

BUS ATTENDANT/DELIVERY CLERK (Continued)

- * (18) Keep supervisor informed of potential problems or unusual events.
- * (19) Respond to inquiries and concerns in a timely manner.
- * (20) Follow all School Board policies, rules, and regulations.
- * (21) Exhibit interpersonal skills to work as an effective team member.
- * (22) Demonstrate support for the School District and its goals and priorities.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (24) Pick up and deliver to appropriate areas in schools and departments.

PHYSICAL REQUIREMENTS:

Heavy Work: 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 as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 08

*Essential Performance Responsibilities