

**ORCUTT UNION SCHOOL DISTRICT  
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street  
Orcutt, CA 93455  
(805) 938-8900

**Classified application available @ [www.orcutt-schools.net](http://www.orcutt-schools.net)  
Departments, Classified Employment,  
Application for Employment – Classified 2023**

**September 7, 2023**

- POSITION:** **BUS ATTENDANT**  
4.0 hours per day  
Hours may adjust, based on student need  
Morning & afternoon hours
- SALARY:** \$17.44 - \$22.25 per hour
- QUALIFICATIONS:** See job description
- LICENSES & CERTIFICATES:** First Aid and CPR Certification must be obtained
- TO APPLY:** Submit an application (if one is not on file with the Human Resources Department) and/or letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Human Resources, at the above address.
- APPLICATION DEADLINE:** Open until filled
- INTERVIEW:** Selected applicants will be notified

*Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.*

**General Requirements upon Offer of Employment**

*The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States*

*Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.*

*State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.*

***The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates.***

**\*\*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER\*\***

## ORCUTT UNION SCHOOL DISTRICT

### CLASS TITLE: BUS ATTENDANT

#### BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations and Transportation, ride a school bus transporting students with special needs and maintain a calm and safe environment; respond to physical or emotional emergencies, monitor special safety equipment; assist students with boarding and exiting the bus.

#### REPRESENTATIVE DUTIES:

Ride a school bus transporting students with special needs and maintain a calm and safe environment; monitor students to prevent small instances from becoming big. **E**

Respond to physical or emotional emergencies; respond to physical or emotional emergencies; calm students who display tantrums, hitting, biting or who are unhappy or loud; soothe children experiencing seizures according to established procedures. **E**

Monitor special safety equipment; assure compliance with safety rules and regulations; check seat belts and seating arrangements. **E**

Assist students in boarding and leaving the bus; push or pull wheel chairs on and off the bus or operate a wheel chair lift and other specialized equipment in a vehicle designated to accommodate students with special needs. **E**

Monitor student behavior and maintain order on the bus; report behavior problems according to established procedures. **E**

Communicate with parents and appropriate personnel regarding bus schedules and student health and conduct. **E**

Provide first aid and assistance to students who become sick or have other health problems. **E**

Respond to emergencies and assist in evacuating the bus as needed. **E**

Walk students to classrooms as required. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Needs and problems of students with special needs  
Operation of a wheel chair lift and lock downs  
Basic First Aid and CPR procedures  
Safety rules and regulations

**ABILITY TO:**

Assist students with special needs in boarding and leaving a school bus  
Pull and push students in wheel chairs  
Operate specialized equipment used on a school bus for students with special needs  
Maintain discipline and monitor student behavior on the bus  
Administer first aid to ill or injured  
Understand and follow oral and written directions

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed above and experience working with children.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid certificate  
Valid CRP certificate

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School bus for students with special needs and outdoor environment  
Subject to adverse weather conditions  
Regular exposure to fumes, dust and odors

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a wheel chair lift and specialized equipment  
Pushing and pulling students in wheel chairs  
Lifting moderately heavy objects  
Bending at the waist, kneeling or crouching to secure wheel chairs  
Seeing to monitor students on bus  
Walking students to classrooms  
Carrying students and special equipment

**HAZARDS:**

Bus and auto exhaust and fumes  
Transport oxygen tank  
Potential contact with body secretions  
Attending to students on moving school bus  
Biting, slapping, scratching and pinching  
Riding in a vehicle during adverse weather conditions