

# Cypress-Fairbanks Independent School District

## Bus Attendant (1707)

### JOB POSTING

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#### **Job Details**

Posting ID

1707

Title

Bus Attendant

Description

#### **QUALIFICATIONS:**

1. Must be at least 18 years of age.
2. Ability to follow written and verbal instructions.
3. Ability to operate safety equipment.
4. Ability to manage student behavior.
5. Effective communication skills.

#### **TERMS OF EMPLOYMENT:**

177 days

#### **SALARY/PAYGRADE:**

\$10.38/HS2

Salary (based on verifiable job-related experience) as set by the Board of Trustees for the school year 2016-2017

#### **ESSENTIAL FUNCTIONS:**

1. Assist driver in performing pre-and post-trip inspections.
2. Assist in keeping bus clean and neat.
3. Supervise and assist students while they board and exit the bus and cross the street, following prescribed policies and procedures.
4. Instruct students on safe entering, exiting and riding rules and regulations.
5. Secure students in bus if necessary.
6. Perform emergency evacuation of students on bus if necessary.
7. Maintain effective pupil behavior management control over groups of students.
8. Attend and complete required training, meetings and staff development programs.
9. Establish and maintain good rapport with students, parents, school personnel and co-workers.
10. Complete and maintain accurate, updated and timely records and reports, including up-to-date route sheet for all assigned routes and daily non-notification forms.
11. Assist and guide a substitute driver to follow assigned route.
12. Follow established procedures and techniques to perform job duties including lifting, climbing, assisting students, etc.
13. Follow emergency procedures and help driver administer first aid if necessary.
14. Report and collaborate with driver and supervisor regarding problems and concerns.
15. Operate equipment in a safe and efficient manner according to established safety procedures.
16. Work cooperatively with driver to maintain safe conditions on the bus.

#### **APPLICATION INFORMATION:**

Fernando Zambrano, Assistant Director  
Human Resources – Transportation Dept.  
Phone: 346-205-8450  
Email: [fernando.zambrano@cfisd.net](mailto:fernando.zambrano@cfisd.net)

#### **DEADLINE TO APPLY:**

Applications taken year round  
Applying for this posting places your name in a pool of applicants who wish to be considered for this position as it becomes available

Applications will be reviewed  
Not all applicants will be interviewed

Hiring Managers may choose to email you regarding this application. Please monitor your email regularly for any communication.

<i>Shift Type</i>	<b>Part-Time</b>	<i>Salary Range</i>	<b>\$10.38</b>
<i>Salary Code</i>	<b>Per Hour</b>	<i>Job Category</i>	<b>Transportation</b>
<i>External Job Application</i>	<b>School Bus Attendant</b>	<i>Internal Job Application</i>	<b>School Bus Attendant</b>
<i>Location</i>	<b>TRANSPORTATION</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<i>General Start Date</i>	<b>02/17/2017</b>
<i>Internal End Date</i>	<i>General End Date</i>	

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>999</b>		

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

**References**

<i>Automatically Send Reference Check</i>	<b>Yes</b>	<i>Reference Check Form</i>	<b>Support Reference Form</b>
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