

SECTION VI: TRANSPORTING STUDENTS WITH SPECIAL NEEDS

B. ATTENDANT RESPONSIBILITIES

1. General Duties

The attendant shall perform the following duties:

- a. Meet the bus at the scheduled time and location. Attendants are to arrive five minutes before the scheduled departure.
- b. Assist the school bus driver.
- c. Be on the school bus at all times during the bus route, except as authorized by the Transportation Department.
- d. Occupy a seat on the bus where student riders can easily be assisted.
- e. Ensure that required protective safety devices are in use and are fastened properly as specified on the student's Special Needs Bus Application. If a child matures or develops beyond the need of the specified safety device, the attendant shall report this to the driver.
- f. Assist students on and off the bus at school, at designated bus stops, and when it is necessary for their safe entrance and exit from the bus. When necessary, the attendant shall exit the bus for this purpose and escort the student to the extent required for the student's safety and well being.
- g. Attendants and drivers shall not bring students to or from the school classroom unless so directed by the Supervisor of Transportation (or designee).
- h. Attendants shall, when necessary for student safety, assist students in crossing the street. If a student is capable of walking independently and is required to cross the street in order to load or unload from the bus, the bus attendant should take care in seeing that the proper crossing procedures are followed (as defined in [Section IV.N](#)).
- i. In instances where the student is unable to cross the street independently and a crossing must be made, the bus attendant should assist the student across the street to a safe predetermined point where the student's parent or guardian will meet the student.

2. Medicaid Attendance Reporting

Medicaid Attendance Reports are required for all Lift Buses. The Medicaid roster is to be completed on a daily basis with both morning and evening ridership indicated. The roster must reflect the actual ridership of each student by marking the appropriate column when a child rides. When a child is absent, the column must be marked with an "A" for absent.

Each Monday, the attendant will bring the previous week's report to the proper school office and pick-up a new form. A separate form will be maintained for each school by the attendant. Each school will verify attendance in the "school" column after the form is returned by the bus staff. The school will then forward the form to the Special Education Department for Medicaid processing.

ⁱ Revised Date July 1, 2008.