



Lewis Cass Intermediate School District

Learning For All...Whatever It Takes

61682 Dailey Road
Cassopolis, Michigan 49031-9648
Fax (269) 445-2981
Brookside Fax (269) 445-6253
North Pointe Fax (269) 782-7727
Web: //www.lewiscassisd.org

SUBSTITUTE VEHICLE ATTENDANTS

QUALIFICATIONS:

1. Must meet all state and local requirements as established for all school personnel.
2. Demonstrated ability to deal with students in an effective manner.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Assists the driver with students who are medically involved, under the direction of the LCISD Transportation Director and (LCISD) District Nurse.
 - a. Assists with such duties as suctioning and clearing tracheas, monitoring breathing, and lifting and positioning students safely for transportation to/from school.
 - b. Follows standard medical procedures as demonstrated and described by the (LCISD) District Nurse.
 - c. Participates and completes training sessions annually for the correct use of suctioning equipment for tracheotomy care, use of portable oxygen to assist breathing, securing equipment for transportation, CPR training, and other training unique to the needs of students who are medically involved.
 - d. Supervises students who are medically involved, and takes necessary emergency steps.
2. Assists the driver with students who have behavioral difficulties under the direction of the LCISD Transportation Director and in cooperation with the building/program administrators and teachers.
 - a. Implements behavioral management strategies which will minimize any danger to that student or other students.
 - b. Vehicle assistant will be available for consultation with other school staff such as administrators, social worker or school psychologist behavior therapist and parents, in order to develop the necessary plans to maintain bus transportation if at all possible.
3. Cooperates with the driver and other staff to achieve safe transportation of students.
4. Reports any incidents or concerns to the LCISD Transportation Director. Adjusts schedule and/or makes arrangements for attending departmental and school staff meetings; responsible for receiving information from staff meetings. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
5. Any such assignment as may be deemed necessary by the Director of Transportation.
6. Whatever duties which may from time to time be deemed necessary.

Universal Health Precautions:

- a. Practices universal health precautions as outlined in the LCISD Health Information Packet and/or described by the (LCISD) District Nurse.
- b. Stays informed of changes in current universal health precautions as described in the most current (LCISD School District) Health Information Packet and/or as described by the (LCISD) District Nurse.
- c. Maintains adequate amounts of health equipment in assigned work area so to be able to properly handle bodily fluids based on universal health precautions guidelines and/or input from the (LCISD) District Nurse.

Lifting/Body Mechanics:

- a. Practices proper and safe lifting techniques when moving, transferring and lifting people and/or objects as described per (LCISD).
- b. Attends a minimum of one (LCISD) offered in-service annually pertaining to lifting techniques which would include the proper and safe way(s) to move, transfer, and lift people and/or objects.
- c. Ability to lift a minimum of 75 lbs.

RATE OF PAY: \$10.00 per hour

If interested, please apply at www.applitrack.com/lewiscass/onlineapp