

## **BUS ATTENDANT**

Code No: 5-02-005  
LABOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible work which involves maintaining order and ensuring the safety of the children who will ride their assigned route and extends to walking students across the street for purposes of boarding or disembarking the school bus at assigned stops. At all times, the attendant must be concerned about the safe behavior of the children while the bus is en route. Employees of this class may be required to assist developmentally disabled students if assigned to their route and are required to wear safety belts and, if assigned, uniforms. Work is performed under the direct supervision of the Bus Driver or other higher-level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Accompanies bus driver and students on scheduled route;

Boards and gets off the bus at each stop to escort students across the street;

Supervises the boarding and unloading of student passengers at each stop, at transfer points, and at school sites;

Assists and lifts developmentally disabled students to and from the bus;

Maintains order on buses;

Enforces district policy governing student behavior while bus is in operation;

Assists driver when backing up bus;

Reports orally and in writing instances of continuing disruptive student behavior;

Requests driver to summon emergency aid by two-way radio or operates two-way radio;

Reports trouble at bus stops to driver, terminal, bus garage, or transportation office;

Assists students with special needs;

Attends scheduled job training classes and workshops and parent/school/driver meetings;

Ensures students are seated before bus is in motion.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Ability to understand and follow simple oral and written instructions; ability to work well with drivers, students, school personnel, and the Transportation Department; ability to understand students in their care; ability to be helpful to students and fellow workers as needed; good judgment; dependability; common sense in exercising control; patience; conscientiousness; physical condition commensurate with the demands of the position.

**Monroe County Civil Service Commission**

**REVISED:** October 23, 1986

**REVISED:** July 6, 2023