

## **SCHOOL BUS ATTENDANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting handicapped students on and off school buses and for tending to their needs and comfort in transit. A School Bus Attendant is also responsible for assisting the Bus Driver in maintaining order on the bus. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists handicapped students on and off school buses;  
Ensures that safety and restraining equipment is in place prior to departure;  
Attends to students' normal and emergency needs in transit including administration of basic first aid;  
Assists students in disengaging safety and restraining equipment prior to leaving bus;  
Maintains daily log of problems encountered and actions taken;  
Delivers log and makes oral report to bus driver at conclusion of work day;  
Performs other duties as assigned by Bus Driver or other superior.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the geography of the area;  
Working knowledge of basic first aid techniques;  
Ability to understand and work effectively with multiple-handicapped children;  
Ability to get along well with children and command their respect;  
Ability to understand and carry out oral and written instructions;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma