CLASS TITLE: BUS ATTENDANT

BASIC FUNCTION:
Under direction of an assigned supervisor, assist with transportation needs of children being transported; to do other related work as required.

REPRESENTATIVE DUTIES:
Assist in loading and unloading students from buses; E

Ability to supervise students while riding the bus; E

Attend to any special needs that may occur on the vehicle including behavior; E

Work with parents, teachers, paraeducators and drivers to meet the needs of the students and their IEP’s if applicable; and E

Perform related duties as assigned. E

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Basic concepts of children with special needs;
Behavior management strategies; and
Appropriate English usage and communication skills.

ABILITY TO:
Maintain appropriate student behavior;
Perform appropriate in situations requiring tact and diplomacy;
Understand and carry out oral and written instructions; and
Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside and outside environmental conditions.

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print;
Require the mobility to stand, stoop, reach and bend;
Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects;
Require the ability to stand for long periods;

June 1999
REVISED: August 2016
Require the ability to walk long distances;
Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 75 pounds and may occasionally weigh up to 100 pounds;
May be required to work around foul odors; and
May be required to work around loud noise.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.