



School District of Philadelphia

Title: Bus Attendant, 6 hr

Department: School-Based

Reports To: Administrative Superior

Job Summary

Monitors the activities of special education students while on buses en route to and from school. Maintains order and discipline on the bus to provide for the safe and secure transportation of students as well as ensuring that students board and leave buses in a safe and orderly fashion. Renders necessary basic first aid or other assistance to ensure the student's well-being and safety. Provides routine assistance with receiving, logging, storing and issuing supplies and materials.

Essential Functions

- Prepares children to board buses; ensures that children are in their seats; maintains order on buses and ensures compliance with bus safety procedures; assists children on and off the buses.
- Provides basic first aid or other assistance to students when necessary.
- Checks to see that children have all of their personal belongings as they leave the bus; checks on return trip to make sure that all of the children are present and safely board and leave the buses.
- Assists children with personal care services; may escort children to and from school activities.
- Assists with receiving, logging, storing and distributing supplies.

Minimum Requirements

- High school diploma or equivalent.

Knowledge, Skills and Abilities

• Demonstrated ability to:

- learn the rules and regulations of the School District.
- assist children as they board and leave buses.
- monitor the activities of children and to impose order and discipline when necessary in the appropriate manner.
- establish and maintain effective working relationships.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

HR Use Only	
Title Code	7504
Salary Grade	0162A
Bargaining Unit	Local 1201
Date of Establishment	01/65
Date of Last Revision	08/05
Date of New Format	4/11
Analyst	MNC