

Department: All Divisions  
Classification: Labor

SPEC DISK HC

DOCUMENT 32

Grade: Minimum Wage

**BUS AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assuring the proper safety and assistance of preschool children (ages 3 - 5) while in transit. The work is performed under direct supervision. The incumbent does related work as required.

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

Assists preschool children in boarding and exiting the vehicle;  
Secures children in car seats in accordance to safety standards and regulations;  
Makes sure children remain in car seats while in transit;  
Provides assistance with children's needs during transport;  
Makes sure children are delivered to correct stops and released to proper guardians.

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

Good general intelligence; ability to establish good relationships with children and others; familiarity with car seat safety; ability to read and write; neat personal appearance; ability to maintain discipline; tact; courtesy; sound judgment; ability to communicate effectively; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

None are required.