



SJCOE
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Job Description

POSITION TITLE: Transportation Attendant (Temporary) **JD#4088**

SALARY PLACEMENT: Temp/Sub Classified Assistants I Hourly Salary Schedule

SUMMARY OF POSITION:

Perform routine school bus monitoring, and provide all passengers, including special needs students, and bus driver assistance during daily school transportation routes; ensure all bus activities support the safety and welfare of all students including intervention to avoid escalating student behavior on the bus; perform related duties as assigned. Ensure the safe loading and unloading of students to and from destinations; may assist with maintaining hygienic standards on the bus including but not limited to cleaning and sanitizing seats, belts, floor, etc. Work in a team environment with the school bus driver. Assist Project Leader II with monitoring the daily attendance of scheduled bus riders for routes. Communicate rider shortages and other issues to Project Leader II and make decisions on availability of substitute personnel.

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Equivalent of the completion of the twelfth grade. No minimum experience requirement.

DESIRABLE QUALIFICATIONS-EDUCATION, TRAINING AND/OR EXPERIENCE:

Willingness to perform routine and repetitive work to completion. Experience interacting with youth, preferably youth with special education needs. Experience or education in the areas of child development.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Assist in monitoring students while being transported.
2. Maintain order and discipline among students.
3. Basic First Aid procedures.
4. May need to fill out incident report forms and document injuries of students while riding on the bus.
5. Communicate with and understand the needs of the students.
6. Interpersonal skills using tact, patience and courtesy.
7. Follow oral and written directions, communicate effectively and maintain cooperative relationships with all parents/care providers, staff and students.
8. Read, apply and explain rules, regulations, policies and procedures.
9. Attend scheduled meetings, in-service training, workshops, etc. for the purpose of being trained to perform job functions.
10. Maintain strict confidentiality on all job-related matters.
11. Maintain regular and prompt attendance in the workplace.
12. Ability to multitask and work under pressure in overseeing rider schedules and bus routes.
13. Communication with Project Leader II and Human Resources as need arises.
14. Recordkeeping skills.
15. Computer skills needed to maintain records.
16. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.

2. Enter data into a computer, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors, outdoors, majority of time is spent in vehicle. This position also requires direct contact with students, SJCOE staff, district staff, parents, and the public.

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