

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : BUS ATTENDANT-MESSENGER
Code: 820005 5AF
Page : 1 of 2

GENERAL STATEMENT OF DUTIES

Rides on a school bus for the purpose of maintaining order and supervising the loading and unloading of buses at the various stopping points, and carries messages, processes incoming and outgoing mail, and performs other related clerical duties; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the duties are routine and include responsibility for the safety of children on regularly scheduled bus trips to and from school. The position also entails elementary messenger tasks, which may involve the operation of office equipment requiring no prior training.

TYPICAL DUTIES

- * 1. Maintains order on bus, and makes certain that children are seated while bus is in motion.
- * 2. Receives and delivers office messages, incoming mail, packages, and other materials, on established routes and on special assignments.
- * 3. Stamps and prepares packages, printed matter, and other outgoing material for mailing.
- * 4. Supervises loading and unloading of students getting on or off bus.
- * 5. Assists disabled students getting on and off a bus.
- 6. Helps children safely cross highway.
- * 7. Assists students and driver, as needed.
- 8. Operates mail opener and postage meter machines.
- 9. Operates office copying machines.
- * 10. Assists in the distribution of supplies or in keeping inventory of stock.
- * 11. Cleans, washes, and maintains automobile or light truck.
- 12. May perform some cleaning duties from time to time, or for a small part of each work day.
- * 13. Operates light panel truck or passenger vehicle, as required.

***TYPICAL ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of general office practices and procedures.
2. Ability to follow oral and written instructions.
3. Ability to maintain simple records.
4. Ability to protect and relate to children.
5. Ability to establish and maintain effective working relationships with students and associates.

MINIMUM QUALIFICATIONS

Training and Experience

