

BUS PARK ATTENDANT

DEFINITION

Monitors activities at a District bus parking lot, checks vehicles and premises, and cleans buses.

TYPICAL DUTIES

Monitors and verifies authorization of incoming and outgoing vehicles from a District bus park.
Checks incoming visitors for appropriate business purposes and prohibits unauthorized persons.
Checks vehicles, buildings facilities, fences, and gates to ensure they are locked and secured.
Takes periodic inventories of vehicles on the lot.
Makes telephone or radio reports on the status of the facility and calls emergency personnel as necessary.
Directs District vehicles to proper parking locations and controls safe movement of vehicles on the lot.
Sweeps out buses, cleans windows, and performs other cleaning duties on the parking facility.
Checks air pressure in bus tires, inspects vehicles for damages or chemical leaks, and monitors electric and compressed natural gas (CNG) connectivity for overnight refueling.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Bus Park Attendant controls access to vehicles and vehicular movement within a District bus park.

A Garage Attendant fuels and washes automotive equipment and performs other manual tasks in a garage or parking area.

SUPERVISION

General supervision is received from supervisory personnel such as a Garage Supervisor or Assistant Garage Supervisor. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Accident and fire hazards in a bus park
Use of fire extinguishers

Ability to:

Understand and follow directions
Give courteous and clear directions
Make quick decisions in emergencies
Read an air gauge

Special Physical Requirement:

Stand and walk for the assigned period

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

None.

Special:

Employees in this class may be required to work varying shifts.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Reestablished and revised
03-17-2022
JPK