

DUBAI COLLEGE

A tradition of quality in education



Job Title: Bus Attendant
Contract Type: Part time
Reporting To: Bus Attendant Supervisor
Department: Ancillary

Job Summary

The bus attendant plays a vital role in ensuring the safe and efficient transportation of students to and from school. Working closely with the bus driver, the bus attendant will assist in maintaining order, enforcing safety regulations, and ensuring a smooth journey for all students.

Primary Responsibilities

- Work with the bus driver, as a team, to safely transport students to and from school.
- Become familiar with all routes to and from the college, to be of assistance to the bus driver.
- Observe and track route timings for the purpose of providing accurate schedules.
- Assist the bus driver with following the student code of conduct for school bus safety.
- Prepare reports such as attendance, ensuring it is handed over to authorized personnel at the end of the day.
- Assist the bus driver and parents as students safely board and leave the bus at the bus stop.
- Assist the bus driver and school personnel as students board and leave the bus on the school grounds.
- Enforce safety rules and provide firm direction to the students when necessary.
- Report misconduct of students to the designated school administrator.
- Be positioned on the bus in a way which always allows observation and assistance to all students.
- Maintain discipline on the bus in accordance with recommendations of the administration.
- Ensure the interior of the bus is always clean.
- Attend assigned workshops and training programs
- Any other responsibilities assigned by the Bus Attendant Supervisor.

Other Duties

Additional on campus duties will be assigned outside of the primary roles and responsibilities of this position.

Knowledge, Skills and Abilities

No previous experience is required for this position as training will be provided, however the ideal candidate will:

- be residing in the UAE
- be able to follow verbal instructions and communicate effectively in English.

Working Hours

Monday to Thursday: 5.30 am to 6.30 pm.

Friday: 5.30 am to 3 pm, Saturday: 7.30 am to 1 pm.

Salary & Benefits

The contract of employment provides a total salary, plus allowances of AED2,460 pm.

Benefits include sponsorship, airfare allowance, staff accommodation and medical insurance.

End of Service gratuity will be applied as per UAE labor law. Eligible UAE or GCC nationals will receive appropriate contributions through the pension authority.

Application Process

Applications should be submitted using the online application form available on our website. We will only consider applications that are fully completed and submitted through the online application form.

We welcome applications from UAE Nationals who have the relevant qualifications and experience.

Application Deadline: 20th October 2024.

For further information please visit our website; recruitment page.

Safer Recruitment

Dubai College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of young people and we select staff that understand and share this commitment. All applicants must be willing to undergo a rigorous child protection screening, including checks with past employers and providing Police Certificates for the last five years from all countries that the applicant has resided in.