

Civil Division: Schools; BOCES
Jurisdictional Class: Labor
EEO Category: Service/Maintenance
Revised: 06/06/16

SCHOOL BUS ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing the loading and unloading of student passengers and for administering to their needs, comfort and conduct while in transit on regularly scheduled bus trips to and from school. Employees in this class are also responsible for assisting the School Bus Driver in maintaining order on the bus. Supervision is exercised over the conduct of student passengers. The incumbent performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Rides on a school bus for the purpose of assisting pupils to climb aboard and alight from bus;
Aids handicapped students to get on and off the bus and be seated;
Seats and places students as required;
May operate a lift to load and unload handicapped student passengers and secures restraint devices and/or wheel chair locks;
Maintains order on the bus and makes certain that student passengers are seated while the bus is in motion;
Assists student in disengaging safety and restraining equipment prior to leaving the bus;
Delivers incident log and makes oral report to bus driver at conclusion of the work day;
Maintains daily log of problems encountered and actions taken;
Assists students and driver as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good general intelligence; familiarity with the various bus routes in the district and their stopping places for students; ability to get along well with students and command their respect; ability to understand and follow simple oral and written directions; working knowledge of basic aid methods.

MINIMUM QUALIFICATIONS: None are required.

SPECIAL REQUIREMENTS:

1. Must be at least nineteen (19) years old.
2. Applicant must maintain eligibility and certification under the Board of Regents adopted regulations establishing qualifications, testing and training for all school bus monitors and attendants, effective as of July 1, 2003.

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