

BUS ATTENDANT

Department: School Districts
Classification: Non-Competitive
Adopted: 01/15/75
Revised: 09/02/03; 07/06/04
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is routine work which includes responsibility for the safety of school children on regularly scheduled bus trips to and from school.

EXAMPLES OF WORK: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Accompanies a school bus for the purpose of assisting pupils to climb aboard and alight from bus;
- Helps young pupils to cross the highways in safety;
- Maintains order on the bus and makes certain that passengers are seated while bus is in motion;
- Assists pupils and driver as needed;
- Helps children on and off the school bus;
- Supervision of children to the area of study and to their homes;
- Supervision of children while riding school bus.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to get along well with others. Ability to express one's self. Ability to understand children. Ability to follow oral and written instructions. Be neat and clean. Familiarity with the various bus routes in the district and their stopping places for pupils. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

- (A) Must be at least 19 years of age at time of appointment.
- (B) After appointment must complete training and maintain certification in child and adult CPR.
- (C) Must pass a physical performance test.
- (D) Must complete training and meet all regulations set forth by the New York State Education Department and Vehicle and Traffic Laws.