

# BUS ATTENDANT

Under current New York State Law, candidates seeking employment with school districts in New York State will be required to undergo fingerprinting and a criminal history background check prior to appointment.

## DISTINGUISHING FEATURES OF THE CLASS:

This is responsible work which involves maintaining order and insuring the safety of the children who will ride his/her assigned route and extends to walking students across the street for purposes of boarding or disembarking the school bus at assigned stops. The attendant at all times must be concerned about the safe behavior of the children while the bus is enroute. Employees of this class may be required to assist physically or mentally handicapped students if assigned to their route and are required to wear safety belts and, if assigned, uniforms. Work is performed under the direct supervision of the School Bus Driver. Does related work as required.

## TYPICAL WORK ACTIVITIES:

- Accompanies bus driver and students on scheduled route;
- Boards and gets off the bus at each stop to escort students across the street;
- Supervises the boarding and unloading of student passengers at each stop, at transfer points, and at school sites;
- Assists and lifts physically handicapped and mentally retarded students to and from the bus;
- Maintains order of buses;
- Enforces district policy governing the student behavior while bus is in operation;
- Assists driver when backing up bus;
- Reports orally and in writing instances of continuing disruptive student behavior;
- Requests driver to summon emergency aid by two-way radio or operates two-way radio;
- Reports trouble at bus stops to driver, terminal, bus garage, or transportation office;
- Assists students with special needs;
- Attends scheduled job training classes and workshops and parent/school/driver meetings;
- Ensures students are seated before bus is in motion.

## FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to understand and follow simple oral and written instruction; ability to work well with drivers, students, school personnel, and the Transportation Department; ability to understand students in their care; ability to be helpful to students and fellow workers as needed; good judgment; dependability; common sense in exercising control; patience; conscientiousness; physically capable of performing the essential functions of the position with or without reasonable accommodation.

## MINIMUM QUALIFICATIONS:

There are no education or experience requirements.

NOTE: Candidate must satisfy the requirements for School Bus Attendant as set forth in the Rules and Regulations of the New York State Commissioner of Education.