

SCHOOL BUS ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of routinely riding on a school bus for the purpose of maintaining order and supervising the safe loading and unloading of the busses at various stopping points. An incumbent is responsible for assisting students with disabling conditions including safely securing their wheelchairs and car seats when applicable. This title differs from School Monitor by virtue of the fact that a monitor is responsible for assisting all children within school grounds and when applicable on the school bus. An incumbent performing the duties of a School Bus Attendant is responsible for serving students with disabilities regularly riding the school bus to and from school. Work is performed under the general supervision of the Director and/or Assistant Director of Transportation. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Accompanies a school bus for the purpose of assisting disabled students to climb aboard and alight from bus;

Secures students with physical disabilities in seat including strapping wheelchairs and securing car seats;

Assists students in safely crossing highway;

Maintains order on bus and makes certain that students are seated while the bus is in motion;

May operate wheelchair lift on bus, if so equipped;

Assists students and driver as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to get along well with children and maintain order; some knowledge of first aid methods; familiarity with the various bus routes in the district and their stopping places for students; ability to understand and follow simple oral and written directions; dependable; courteous; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.

Special Requirement: A candidate must attend CPR training during probationary period.

ULSTER COUNTY
5675 SCH BS ATN
Classification: Non-Competitive
OA

Adopted: November 18, 2003