

DEPARTMENT: SCHOOLS
CLASSIFICATION: LABOR
APPROVED: SEPTEMBER 6, 2005

BUS ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: The incumbent rides on a school bus for the purpose of maintaining order for supervising the loading and unloading of the buses at the various stopping points. This is routine work that includes responsibility for the safety of school children on regularly scheduled bus trips to and from school. Incumbents may be assigned to children with special needs and are responsible for implementing all transportation related items from a Special Education Student's Individualized Education Program. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Accompanies a school bus for the purpose of assisting pupils to climb aboard and alight from bus;
2. Assists young pupils to cross the highway safely;
3. Maintains order on bus and makes certain that passengers are seated while bus is in motion;
4. Assists pupils and driver as needed;
5. When assigned, implements transportation related items from a Special Education Student's Individualized Education Program including implementing behavior modification plans, handling seizure prone students, using appropriate calming techniques, operating the wheelchair lift on the bus, utilizing wheelchair restraint systems.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of rudimentary First Aid; familiarity with the various bus routes in the district and their stopping places for pupils; ability to understand and follow simple oral and written directions; ability to get along well with children and to maintain discipline; ability to pass a physical performance test; dependability; good physical condition; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None required

SPECIAL REQUIREMENT:

1. Candidates must be able to pass a physical performance test in accordance with New York State Education regulations prior to appointment;
2. Candidates must complete a 10-hour basic course prior to the expiration of their probationary period and no later than within one-year of any type of appointment;
3. When required by assignment to children with special needs, candidates may be required to possess a CPR certification;
4. Candidates must satisfy the requirements for Bus Attendant as set forth in the Rules and Regulations of the New York State Commissioner of Education and New York State Vehicle and Traffic Laws. Compliance with all Special Requirements is the responsibility of the appointing authority who must advise Niagara County Civil Service of the candidate's compliance when submitting appointing Report of Personnel Change.

09/06/2005; 09/22/2004