

SCHOOL BUS ATTENDANT

Distinguishing Features of the Class: This work involves the responsibility for assisting special needs students on and off the school buses and for tending to their needs and comfort in transit. A school bus attendant is also responsible for assisting the Bus Driver in maintaining order on the bus. Does related work, as required.

Typical Work Activities

- Assists special needs students on and off the buses;
- Ensures that safety and restraining equipment is in place prior to departure;
- Attends to students' normal and emergency needs in transit including administration of basic first aid;
- Assists students in disengaging safety and restraining equipment prior to leaving bus;
- Maintains daily log of problems encountered and actions taken;
- Delivers log and makes oral report to bus driver at conclusion of work day;
- Performs other duties as assigned by Bus Driver or other supervisor.

Full Performance Knowledges, Skills, Abilities and/or Personal Characteristics:

- Good general intelligence
- Familiarity with the geography of the area;
- Ability to understand and work effectively with multiple special needs children;
- Ability to get along well with children and command their respect;
- Ability to understand and carry out oral and written instructions;
- Working knowledge of first aid techniques;
- Tact, courtesy, general intelligence and good judgment;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: Graduation from high school or possession of high school equivalency diploma and completion of a course that demonstrates the knowledge of basic first aid. Current courses which demonstrate knowledge of basic first aid include basic first aid, LPN, RN or EMT courses which have not expired.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

- In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.
- Passing a Physical Performance Test (PPT) per NYSED.
- Certified in CPR and maintaining CPR certification for attending students who have an IEP requires such certification.

11/17/1980

09/16/2014

CLASS: LABOR— approved State Civil Service Commission 12/09/1981