



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	SCHOOL BUS ATTENDANT
Jurisdictional Class:	Labor
Civil Division:	County School Districts
Adoption: CSM	12/20/76
Revised: CSM	07/14/04

DISTINGUISHING FEATURES OF THE CLASS:

Rides on a school bus for the purpose of assisting the driver in maintaining order and for supervising the loading and unloading of the buses at the various stopping points; does related work as required. This is routine work of ordinary difficulty involving responsibility for overseeing the loading and unloading of student passengers and for administering to their needs, comfort, and conduct while in transit on regularly scheduled bus trips to and from school. Supervision is exercised over the conduct of student passengers as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Rides on a school bus for the purpose of assisting pupils to climb aboard and alight from bus;
Seats and places student passengers as required;
May operate a lift to load and unload handicapped student passengers and secures restraint devices and wheelchair locks;
Maintains order on bus and makes certain that student passengers are seated while bus is in motion;
Assists students and driver as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good general intelligence;
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;
Ability to get along well with students and command their respect;
Some knowledge of first aid methods;
Dependability;
Good physical condition.

MINIMUM QUALIFICATIONS:

(A) None is required, but ability to get along well with children and to maintain discipline are desirable.

NOTE: In addition, candidates must satisfy the requirements for School Bus Attendant set forth in the Rules and Regulations of the NYS Commissioner of Education.