

Revised version adopted by Steuben County Personnel Officer  
on: December 21, 1999

Continued allocated to: "Non-competitive Class"  
In all Civil Divisions Where the Positions Exist

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Robert F. Biehl, Personnel Officer

### **BUS ATTENDANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for riding on a school bus for the purpose of maintaining order, supervising the loading and unloading of the bus at the various stopping points, and providing special assistance to physically-challenged students. The work is carried out in accordance with well-established standard and safe procedures and practices utilized in the transport of school students in New York State. Work is performed under the direct supervision of either a transportation supervisor or a school administrator, with some leeway allowed the incumbent for the exercise of independent judgment in the performance of duties and in the handling of individual students as long as the standard operating procedures are followed. Problem incidents are reported immediately to supervisors for corrective action. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Rides a school bus for the purpose of assisting students to climb aboard and alight from the bus;  
Assists younger students to cross streets and highways in safety;  
Maintains order among students on the bus and exercises discipline where necessary;  
Insures that students are seated while the bus is in motion for optimum safety;  
Assists students and driver as needed;  
Provides special assistance in the loading, transporting, and unloading of physically challenged students.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of methods and techniques used in attending to the mobility needs of young people with special needs; working knowledge of the various bus routes in the district and their stopping places to load and unload students; ability to establish and maintain good relationships with students and others; ability to maintain discipline among students; ability to understand and follow simple oral and written directions; ability to perform moderately-heavy lifting; patience in dealing with young people; dependability; tact; courtesy; good powers of observation; good judgment; neatness; physical condition commensurate with the demands of the position.

**BUS ATTENDANT**

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**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and one year of full-time or equivalent part-time/volunteer experience which shall have involved direction or oversight of the activities of children or youth.

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