

DEPARTMENT: NORTH TONAWANDA SCHOOL DISTRICT
CLASSIFICATION: NON-COMPETITIVE
APPROVED: 9/17/99

SCHOOL BUS ATTENDANT
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting handicapped students on and off 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 handicapped students on and off school 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;
Maintain 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 superior.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the geography of the area;
Working knowledge of basic first aid techniques;
Ability to understand and work effectively with multiple-handicapped children;
Ability to get along well with children and command their respect;
Ability to understand and carry out oral and written instructions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

Non-competitive approved by State CSC 12/17/2001.