

# School Bus Attendant Tompkins County

**Department:** Various School Districts Throughout Tompkins County

**Classification:** Non-competitive

**Approved:** 0

**Revised:** 8/04; 2/09; 5/14

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from High School or possession of a high school equivalency diploma, OR
- (b) Four years of full-time paid (or equivalent part-time and/or volunteer) experience working with students, OR
- (c) Any combination of training and experience equal to or greater than that defined in (a) or (b) above.

**SPECIAL REQUIREMENTS:** At the time of appointment, the candidate:

- Must be at least 19 years of age.
- Must be physically able to qualify (post-offer of employment but prior to service) on a performance test consisting of: climbing and descending bus steps, carrying or dragging students in an emergency bus evacuation situation (125pounds of dead weight) and exiting yourself quickly through an emergency door.
- The employee must have completed three-hours of pre-service instruction as prescribed by the NYSED Commissioner.

## **ON-GOING REQUIREMENTS:**

- Must participate in, and qualify on, all additional training as required.
- Must be physically able to re-qualify on a biennial basis on the above-mentioned physical performance test.
- Dependent on the student's IEP, may be required to possess current and valid CPR and First Aid certification and maintain these certifications for the duration of employment.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee filling this position is responsible for assisting the school bus driver in the safe transportation of student(s) assigned. The work is performed under the general supervision of the assigned driver with overall supervision by the transportation supervisor. The school bus attendant will follow specific duties/expectations outlined in the assigned student(s) individual education plan (IEP) as well as other duties/expectations as required. If the incumbent is serving student(s) with a disabling condition, the employee must successfully complete the New York State Education Department's (SED) mandated training and testing within one year of appointment. If hired after July 1, 2003, and serving student(s) with a disabling condition, the candidate must complete the mandated training and testing in requirements before the candidate can assume this position.

## **TYPICAL WORK ACTIVITIES:**

Assist student(s) with entering, securing, and exiting the school vehicle as required by the student's IEP.  
Administer Cardiopulmonary Resuscitation (CPR) when required and seek emergency medical help when needed.  
Provide necessary First Aid and other health measures as required and seek emergency medical help when needed.  
Provide appropriate discipline and control of the student(s) as necessary.  
Develop and maintain an appropriate record of student activities while in your care.

## **KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge relating to the special needs of assigned student(s);  
Ability to properly assist student(s) with entering, securing, and exiting the school vehicle.  
Ability to develop written documentation on assigned student(s) to assist the administrative staff in determining that proper transportation and safety measures are provided.  
Ability to qualify and maintain current and valid documentation verifying your ability to provide CPR (as provided by the

student's IEP), First Aid and other required health emergency skills.

Insure that confidentiality of information is maintained.

Good judgment is required.

The employee's physical condition shall be commensurate to the demands of the position.

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