



***Seneca County***  
***Personnel Department***

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**TO: ALL APPLICANTS APPLYING FOR SCHOOL BUS MONITOR**

**FROM: SENECA COUNTY PERSONNEL DEPARTMENT**

**SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION**

Please be advised that we are accepting applications for this title on a continuous basis. When applying for this title, please indicate the jurisdiction(s) (Towns, Villages, Schools or Seneca County) that you wish your application to be sent on the online application.

**PLEASE NOTE:** Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

**SCHOOL BUS MONITOR GENERAL STATEMENT OF DUTIES:**

Rides on a school bus for the purpose of assisting the driver in maintaining order, and for supervising the loading and unloading of the busses at the various stopping points; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

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 the 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: Either:**

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

**NOTE:** All school bus monitors and school bus attendants shall be at least 19 years of age as per Section 8 NYCRR 156.3 c2 of the New York State Education Law.