



*Seneca County*  
*Personnel Department*

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1 DI PRONIO DRIVE  
WATERLOO, NEW YORK 13165

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

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. Please indicate on your application the type of employment you are seeking (i.e. full-time, part-time, temporary, or substitute).

On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

**Please enter any of the following as your response:**

- Romulus Central School District (RCSD)
- Waterloo Central School District (WCSD)
- South Seneca Central School District (SSCSD)

**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.

**RESIDENCY:** Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

**MINIMUM QUALIFICATIONS:**

None

**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.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for assisting the School Bus Driver in maintaining order on the bus and for overseeing the loading and unloading of student passengers and for administering to their needs, comfort and conduct while in transit on school bus trips. Supervision is exercised over the conduct of student passengers. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

Maintains order on bus and makes certain that passengers are seated while bus is in motion;  
Rides on a school bus for the purpose of assisting pupils to climb aboard and exit from bus;

Aids disabled or special needs students to get on and off the bus and be seated;  
Seats and places students as required;  
Operates a lift to load and unload disabled student passengers and secures restraint devices and/or wheelchair locks;  
Assists students in disengaging safety and restraining equipment prior to leaving bus;  
Delivers incident log and makes oral report to bus driver at conclusion of workday;  
Maintains daily log of problems encountered and actions taken;  
Assists students and driver as needed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of the various bus routes in the district and their stopping places for students; working knowledge of basic first aid methods; ability to get along well with students and command their respect; ability to understand and follow simple oral and written directions; common sense; physical condition commensurate with the demands of the position.