



*Seneca County*  
*Personnel Department*

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1 DI PRONIO DRIVE  
WATERLOO, NEW YORK 13165

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. 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)
- Seneca Falls Central School District (SFCSD)
- South Seneca Central School District (SSCSD)
- Waterloo Central School District (WCSD)

**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: 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.

**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.