

Jurisdictional Class: Competitive; Non-Competitive in Schools
Adopted: October 30, 1987
Revised: July 30, 2010

SCHOOL BUS MONITOR

DISTINGUISHING FEATURES OF THE CLASS: The position exists in a central school district and involves responsibility in assisting the School Bus Driver in maintaining order on a bus, overseeing the loading and unloading of student passengers, and administering to their needs, comfort, and conduct. The work is performed under the general direction of the Superintendent or designee with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the conduct of students. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with the loading and unloading of students on a school bus;
Rides the bus to and from school assisting students with various problems;
Assists students and driver as needed;
Maintains discipline controls over students while on the school bus;
Maintains a daily incident log and makes oral report to the Superintendent or designee upon request;
May operate a lift to load and unload disabled student passengers and secures restraint devices and/or wheelchair locks;
Aides the disabled student in finding a seat and buckling the seat belt;
May perform simple clerical work on a limited basis when services not required on a bus run.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of basic first aid methods;
Ability to establish good relationships with students and others;
Ability to understand and follow simple oral and written directions;
Clerical aptitude;
Physical strength and ability to assist and possibly lift a disabled student on and off the school bus;
Patience and resourcefulness in dealing with a disabled student.

MINIMUM QUALIFICATIONS: Must be at least nineteen (19) years old.

SPECIAL REQUIREMENTS: Candidates must meet the requirements set forth by the New York State Education Department.