

BUS SECURITY ASSISTANT

Code No: 5-02-002

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a security position responsible for the safety and protection of students riding the school bus. Duties involve riding an assigned bus while monitoring student behavior and detecting safety hazards and assisting the Bus Driver with accidents or emergencies that occur while on the road. The employee reports directly to and works under the general supervision of the Assistant Director of Transportation or other higher-level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other rated activities may be performed, although not listed):

Monitors student behavior while riding an assigned bus route;

Detects safety hazards;

Intervenes directly to control disturbances between students;

Maintains control of students on school buses and reports incidents to supervisor by radio or telephone;

Assist with accidents and follows-up with necessary reports or photos;

Removes unruly students from buses and transports them home to their parents;

Writes activity reports regarding incidents;

Communicates vital information to the Transportation Office and schools via a two-way radio;

Assists supervisor with monitoring the performance of Bus Drivers and Bus Attendants;

Transports sick students home;

Delivers discipline letters to parents;

Drives school buses and acts as a Bus Attendant when required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of vehicle and traffic law, regulations of the Commissioner of Motor Vehicles, and regulations of the Commissioner of Education (New York State Education Part 156.3 Transportation Regulations) pertaining to pupil transportation; good knowledge of safe driving practices and defensive driving; good knowledge of the geography of the employing school district or municipality; ability to operate a bus under all driving and road conditions; ability to communicate orally and in writing; ability to physically assist passengers on and off buses; ability to relate to with children/students/passengers and command their respect; ability to physically control disruptive students; ability to provide advice to unruly students; ability to operate a two-way radio; ability to maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) One (1) year paid full-time or it's part-time equivalent experience in the supervision or operation of a school bus or operation of a common carrier of people (such as Greyhound or Trailways), or as a bus

operations expeditor, bus trainer or instructor, or in bus security; OR

- (B) One year paid full-time or it's part-time equivalent experience in an occupation involved with the enforcement of peace and order such as a security guard, police officer, forest ranger or armored vehicle guard; OR
- (C) Graduation from a regionally accredited or New York State recognized college or university with a minimum of thirty (30) college credits; OR
- (D) An equivalent combination of education and experience as described by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: Valid Registration as a Security Guard with the New York State Department of State is required.

Depending upon assignment, possession of a current Class *B* or Class *C* Commercial Driver's License (CDL) with a *P* (Passenger) endorsement and *S* (School Bus) endorsement, issued by the State of New York at the time of appointment (must be twenty-one (21) years of age in order to be eligible to obtain required driver's license).

Adopted: September 3, 2015