

Jurisdictional Class: Pending Jurisdiction Classification
EEO Category: Service/Maintenance
Adopted: 03/25/2025

CLEANER-SCHOOL BUS ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs routine building cleaning duties under supervision. Employees in this class are also responsible for attending to the needs of students on an assigned school bus route. The work of employees in this class involves only the execution of tasks which follow a well-established routine. Work is performed under the supervision of the school principal. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Washes windows, walls, woodwork, toilets, tubs, and bowls;
Dusts chairs, tables, desks and other furniture;
Sweeps, mops and washes floors and other minor custodial duties; Gathers and disposes of refuse;
Cleans and polishes furniture and brass;
Rides on a school bus for the purpose of assisting pupils to climb aboard and alight from bus;
Aids handicapped students to get on and off the bus and be seated;
Seats and places students as required;
Maintains order on the bus and makes certain that student passengers are seated while the bus is in motion;
Assists student in disengaging safety and restraining equipment prior to leaving the bus;
Delivers incident log and makes oral report to bus driver at conclusion of the work day;
Maintains daily log of problems encountered and actions taken;
Assists students and driver as needed;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to read and write; ability to be firm, yet courteous with the public; ability to get along with children; good general intelligence; working knowledge of basic aid methods; ability to follow simple oral and written directions; ability to get along with students and command their respect; good judgement, neatness; observant.

MINIMUM QUALIFICATIONS: None required.

SPECIAL REQUIREMENTS:

1. Must be at least nineteen (19) years old.
2. Applicant must maintain eligibility and certification under the Board of Regents adopted regulations establishing qualifications, testing and training for all school bus monitors and attendants, effective as of July 1, 2003.

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