

SUBJECT: SCHOOL BUS MONITORS AND ATTENDANTS

In accordance with Education Law and Commissioner's Regulations, if the District is going to employ School Bus Monitors and/or School Bus Attendants, each shall be approved by the Superintendent of Schools for each bus operated within the School District. Approval for employment as a School Bus Monitor or Attendant shall be in writing on a form prescribed by the Commissioner of Education.

As defined in Commissioner's Regulations:

- a) A School Bus Monitor shall mean any person employed for the purpose of assisting children to safely embark and disembark from a school bus which is owned, leased or contracted for by a public school district or board of cooperative educational services, and for the purpose of assisting the School Bus Driver with maintaining proper student behavior on such bus.
- b) A School Bus Attendant shall mean any person who is employed for the purpose of serving pupils with disabling conditions on a school bus, which is owned, leased or contracted for by a public school district or board of cooperative educational services.

All School Bus Monitors and Attendants shall be at least nineteen (19) years of age; and shall have the physical and mental ability to satisfactorily perform his/her duties.

On order of the Superintendent of Schools, each Monitor or Attendant may be examined by a duly licensed physician within two (2) weeks prior to the beginning of such Monitor's or Attendant's service in each school year. The written report of the physician shall be considered by the Superintendent in determining the fitness of the Monitor or Attendant to carry out his/her functions. The examining physician shall require the Monitor or Attendant to undergo any diagnostic tests that are necessary to determine the physical and mental ability of the Monitor or Attendant to perform his/her duties.

Each School Bus Monitor or Attendant of a school bus owned, leased or contracted for by a school district or board of cooperative educational services shall pass a physical performance test approved by the Commissioner. Individuals hired as a Monitor or Attendant after July 1, 2003, must take and pass a physical performance test before they may assume their duties.

A School Bus Monitor or Attendant who fails any portion of the physical performance test shall be deemed unqualified to perform the duties of that position. The Monitor or Attendant may request a re-examination. The cost of such re-examination shall be borne by the employer if the Monitor/Attendant passes the re-examination, or by the Monitor/Attendant if he/she fails the re-examination.

All School Bus Monitors and Attendants shall meet the qualifications and/or certification requirements as enumerated in law and/or Commissioner's Regulations. Further, pursuant to Commissioner's Regulations, School Bus Monitors and Attendants shall receive pre-service instruction, safety training, specialized training, and refresher training.

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Personnel

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In addition to such instruction, any person employed after January 1, 2004 as a School Bus Monitor, or as a School Bus Attendant serving students with a disabling condition, shall complete instruction as prescribed by the Commissioner upon recommendation of the Commissioner's School Bus Driver Instructor Advisory Committee relating to the special needs transportation, including, but not limited to, the proper techniques for assisting disabled students in entering and exiting the school bus.

School Bus Attendants - Special Requirements

Every School Bus Attendant serving students with disabling conditions shall receive school bus safety training and instruction relating to the special needs of such students. Such training shall include guidance on the proper techniques for assisting disabled students in entering and exiting the school bus, and shall include instruction in cardiopulmonary resuscitation (CPR) where such skills are required as part of the individualized education plan (IEP) prepared for the student. Such training and instruction shall also include any additional first aid or health emergency skills that the Commissioner of Education deems appropriate and necessary for School Bus Attendants to possess. In addition, School Bus Attendants shall demonstrate the ability to perform procedures necessary in emergency situations as deemed appropriate by the Commissioner of Education.

Any person hired after January 1, 2004 shall comply with such requirements prior to assuming their duties.

Education Law Section 3624
Vehicle and Traffic Law Section 1229-d
8 NYCRR Section 156.3

Adopted: 10/18/11