**Job Title:** Bus Monitor **Wage/Hour Status:** Nonexempt

**Reports to:** Transportation Supervisor **Pay Grade:** Schedule I, Category 1

**Dept./School:** Transportation Dept.

# Primary Purpose:

Responsible for assisting a Route Driver with the safe transportation of students to and from school following a prescribed route and time schedule as assigned by the Transportation Supervisor, while dealing with students in a caring and concerned manner.

# Qualifications:

**Education/Certification:**

High School Diploma or GED preferred

**Special Knowledge/Skills:**

Ability to deal with stressful interpersonal relationships

**Experience:**

None

# Major Responsibilities and Duties:

**Student Control and Management**

1. Supervise students as they board and leave bus and cross street.
2. Enforce regulations against tobacco use, drinking, and eating on the bus.
3. Maintain student discipline on bus in a positive and caring manner.
4. Insure that all students are in their seats before the bus is put in motion.
5. Report student violations to the proper authority.
6. Exercise responsible leadership when traveling out-of-district on school sponsored trips.
7. Observe all mandatory safety regulations for school buses.
8. Keep assigned bus clean.
9. Perform duties as outlined by job description or as assigned by the Transportation Supervisor.
10. Keep current seating chart.
11. Maintain a positive rapport with students, administrators, teachers, staff and parents.

**Communication**

1. Wear, in an unobstructed manner the “Employee Identification Card” while on school property or in school vehicles.
2. Communicate effectively orally and in writing with school staff, students, parents, law enforcement officers and motoring public.

**Professional Growth and Development**

1. Participate in scheduled district staff development and training programs.

**School Climate**

1. Demonstrate behavior that is professional, ethical, and responsible.
2. Articulate the district’s mission and goals to the transportation department and solicit its support in realizing the mission.
3. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
4. Identify and use appropriate means to communicate effectively with the various public concerning transportation.

**Vehicle Safety**

1. Be knowledgeable of state laws pertinent to vehicle safety.
2. Assist in performing pre-trip safety inspections an d report defects daily.
3. Report any abnormality or malfunction in the operation of the bus or any damage to it immediately.
4. Report all accidents and complete required reports.
5. Assist in performing emergency bus evacuation of students on bus; walking to rear of bus, exiting the rear door, and/or lifting students in emergency situations.
6. Administer first aid following prescribed procedures and appropriate.

# Supervisory Responsibilities:

None

# Equipment Used

Radio communication equipment

# Working Conditions:

**Mental Demands/Physical Demands/Environmental Factors:**

Split shift work days

Work schedule to be set by Transportation Supervisor

**Mental Demands:**

Possess mental maturity and emotional stability

Exposure to adverse weather conditions

Exposure to fumes, chemicals, and body fluids

Strenuous walking, standing, lifting and reaching

Load or unload students from vehicle as required using hand operated door mechanism



The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature Date