

JOB TITLE: Transportation Bus Monitor
PAY GRADE: P1
CONTRACT DAYS: 180 days
REPORTS TO: Director of Transportation

The role of the bus monitor is to ride buses and help driver ensure safe and orderly transportation of students.

PROFESSIONAL QUALIFICATIONS:

Education/Certification: High school diploma or equivalency preferred

Special Knowledge/Skills: Ability to work with students with special needs and maintain a safe environment for the students.

Experience: Prefer experience with supervising special needs children

PERFORMANCE RESPONSIBILITIES:

1. Support board and administrative policies and decisions.
2. Maintain professional work environment through a positive attitude, punctuality, regular attendance, and personal appearance.

General:

1. Lift and carry students with disabilities on and off the bus according to their individual needs only with approval from the transportation director or representative.
2. Supervise students as they board and leave the bus.
3. Take children to the school building and make sure they are in the custody of school staff before leaving.
4. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
5. Manage student behavior and report student discipline problems to appropriate
6. Administrator and transportation director/designee.
7. Communicate with appropriate staff and parent/guardian as needed regarding student behavior while on bus
8. Become familiar with all routes to and from school campus to be of assistance to driver.
9. Maintain an updated route schedule and guide substitute driver on route as needed.
10. Supervise use of seat belts, harnesses, or car seats by students.
11. Follow emergency procedures and help driver administer first aid, if necessary.
12. Operate equipment according to established safety procedures.
13. Follow established procedures and techniques to perform job duties including lifting,
14. Assisting students, etc.
15. Become familiar with and follow procedures established by transportation and special
16. Education offices.
17. Help driver keep bus clean.
18. Work irregular hours as needed

Other:

1. Maintain confidentiality.
2. Perform other duties as assigned by director/designee.

3. Communicate and interact with students in an appropriate manner to promote social skills. Document and report both positive and negative behaviors as needed.
4. Maintain complete and accurate documentation for Medicare and other programs as needed.

SUPERVISORY RESPONSIBILITIES: Supervise the students.

WORKING CONDITIONS:

MENTAL DEMANDS: Maintain emotional control under stress work with frequent interruptions.

PHYSICAL DEMANDS:

- Ability to sit for prolonged periods of time
- Ability to stand, stoop, kneel, pull, push, and balance
- Hear well
- Speak clearly
- Visual acuity
- Traveling on a bus 40 to 80 miles a day
- Lift and carry 50 pounds

ENVIRONMENTAL FACTORS:

- Work outside and inside
- Exposure to temperature and humidity extremes
- Exposure to vehicle fumes
- Work around vehicles and machinery with moving parts