Job Title: Bus Monitor
Exemption Status/Test: Nonexempt
Reports to: Transportation Supervisor
Pay Grade: BUS MONITOR
Dept./School: Transportation
Date Revised: 5/02/2023

Primary Purpose:

Ride buses and help driver ensure safe and orderly transportation of student.

Qualifications:

Special Knowledge/Skills:
Ability to understand and follow written or verbal instructions
Ability to communicate effectively with others
Ability to operate safety equipment and adaptive equipment
Ability to manage student behavior
Ability to work well with children with disabilities

Experience:
None

Major Responsibilities and Duties:

Student Management

1. Assist students on and off the bus according to their individual needs including lifting and carrying students with disabilities.
2. Supervise students as they board and exit the bus and cross the street following established safety procedures.
3. Instruct students on safe entering, exiting, and riding rules and regulations.
4. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
5. Manage student behavior and report student discipline problems in a timely manner to appropriate administrator.
6. Communicate with teachers and parents regarding student behavior while on bus.

Routes and Schedules

7. Assist with completing and maintaining accurate, updated, and timely records and reports including route sheet and daily non-notification forms.

Safety

8. Operate equipment according to established safety procedures. Make sure seat belts, harnesses, or car seats are used correctly and help students use safety devises when needed.

9. Follow emergency procedures including evacuation of students as needed and assist driver to administer first aid, if necessary.

10. Follow established procedures and techniques to perform job duties including lifting and assisting students.

11. Follow district safety protocols and emergency procedures.

Other

12. Become familiar with and follow procedures established by transportation and special education offices.

13. Assist driver keeping bus clean and performance of pre- and post-trip inspections.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Specialized and adaptive equipment used by students

Posture: Frequent standing and sitting; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and reaching

Lifting: Frequent heavy lifting (45 pounds or over) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting nonambulatory students, and lifting and moving adaptive equipment

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise and vehicle fumes; exposure to biological hazards (bacteria, communicable diseases); work around vehicles and machinery with moving parts; may work irregular or prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____