Little Cypress-Mauriceville CISD			
Job Title:	Bus Monitor	**Wage/Hour Status:**	Nonexempt
Reports to:	Director of Transportation	**Pay Grade:**	Auxiliary Group 2
Dept./School:	Transportation	**Date Revised:**	12/1/2002

Primary Purpose:

Ride buses and help driver ensure safe and orderly transportation of students with disabilities.

Qualifications:

Education/Certification:
Not specified

Special Knowledge/ Skills:
Ability to follow verbal instructions and communicate effectively
Ability to operate safety equipment and adaptive equipment
Ability to work well with children with disabilities

Experience:
None

Major Responsibilities and Duties:

Student Management

1. Lift and carry students with disabilities on and off the bus according to their individual needs.

2. Supervise students as they board and leave bus and cross street.

3. Take children into building and help them find their way.

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 administrator.

6. Communicate with teachers and parents on a daily basis regarding student behavior while on bus.

Routes and Schedules

7. Become familiar with all routes to and from school campus to be of assistance to driver.

8. Maintain an updated route schedule.

Safety

9. Supervise use of seat belts, harnesses, or car seats by students.

10. Follow emergency procedures and help driver administer first aid and emergency evacuations, if necessary.

11. Operate equipment according to established safety procedures.

12. Follow established procedures and techniques to perform job duties including lifting, assisting students, etc.

Other

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

14. Help driver keep bus clean.

15. Work irregular hours as needed.

16. Any other duties assigned by supervisor.

Supervisory Responsibilities:

None.

Equipment Used:

Wheelchair lift, ramp, lock, and special needs adaptive equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Frequent walking, stooping, bending, kneeling, pushing and pulling; moderate lifting and carrying. Work outside and inside; work around vehicles and machinery with moving parts; moderate exposure to extreme temperatures and vehicle fumes.

Little Cypress-Mauriceville CISD			
Job Title:	Bus Driver	**Wage/Hour Status:**	Nonexempt
Reports to:	Director of Transportation	**Pay Grade:**	Auxiliary Group BD
Dept./School:	Transportation	**Date Revised:**	9/12/2024

Primary Purpose:

Ensure safe and orderly transportation of students on assigned route. Operate school bus that transports students and other authorized personnel to and from schools or other designated location.

Qualifications:

Education/Certification:
Valid Texas commercial driver's license (CDL) with passenger (P) and school bus (S) endorsements
Texas bus driver certification

Special Knowledge/Skills:
Must be 18 years of age
Ability to pass alcohol and drug test
Ability to complete required bus driver safety training
Ability to follow written and verbal instructions
Ability to communicate effectively
Knowledge of student discipline procedure
Ability to manage student behavior
Ability to operate bus

Experience:
None

Major Responsibilities and Duties:

Vehicle Operation

1. Follow assigned route and adhere to established schedules.

2. Drive bus to and from extracurricular activities.

3. Check bus for mechanical defects before and after each operation and notify mechanic of needed repairs.

4. Report all accidents, vehicle damage, student injuries, and mechanical failures. Complete required reports.

5. Keep records on bus mileage, gas, and number of passengers transported.

6. Keep assigned bus clean and fueled.

Student Management

7. Supervise students while they board and leave the bus and cross the street.

8. Communicate with supervisor, campus personnel, and parents as needed regarding student behavior while on bus.

9. Maintain discipline; report student discipline problems to appropriate administrator.

10. Instruct students on safe riding rules and regulations.

Safety

11. Observe all traffic laws and safety regulations for school buses.

12. Inspect bus by checking fuel, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.

13. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflector.

14. Correct unsafe conditions in work area that could cause an accident and inform supervisory of any conditions that are not correctable immediately.

15. Report any hazardous conditions along the route.

Other

16. Operate two-way radio equipment to communicate with transportation office.

17. Work irregular hours as needed.

18. Attend and complete required training program to maintain safety certification.

20. Any other duties assigned by supervisor.

Supervisory Responsibilities:

None.

Equipment Used:

School bus, safety equipment (flares, reflective signs), fire extinguisher.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control. Continual sitting, reaching, and repetitive hand and arm motions. Work outside and inside; moderate exposure to extreme temperature (hot) and vehicle fumes.