AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**MONITOR BUS**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 1**	DUTY DAYS:	**208**	DATE REVISED:	**02/14/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

The ability to read and understand instructions for safety, District Board policies and Austin ISD Transportation Department procedures is required. Education requirements are not specified. Incumbent must complete all required Austin ISD Training Programs.

SKILL REQUIREMENTS:

Incumbent must be able to communicate effectively with children and enforce disciplinary and safety guidelines. Incumbent must also understand the special needs of exceptional children. Incumbent must be able to operate special equipment for exceptional children including a wheelchair lift, C.B. radio, seat belts, and safety vests.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent assists the school bus driver in monitoring student behavior and keeping the bus clean, and in attending to the special needs of physically challenged students. Incumbent must exercise judgment in handling emergency situations and reporting problems or concerns to the proper authorities. Incumbent receives a list of duties and responsibilities at the beginning of each year and the supervisor monitors work to ensure that those procedures are followed (although the bus driver would be the reporting person). Potential errors include inappropriate punishments (e.g., using unnecessary force to restrain a student), which would be investigated and corrected by supervisor. Failure to secure physically challenged students on wheelchair lifts or in seats properly could result in injury to those students. This role will be responsible for developing and implementing innovative and sustainable transportation strategies that conserve costs, reduce climate impact and carbon intensity, and help AISD be responsible stewards of our environment.

ESSENTIAL FUNCTIONS:

- Assist students walking, biking or boarding transit buses to and from school.
- Assist students on and off the bus according to their individual needs including lifting and carrying students with disabilities. (This needs to be very specific, are monitors required to physically carry students?)
- Supervise students as they board and exit the bus and cross the street following established safety procedures.
- Assist students off the school bus, possibly escort them into the building whenever necessary and deliver to their assigned destination. Service begins and ends at the door of the school bus.
- Instruct students on safe entering, exiting, and riding rules and regulations.
- Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
- Be willing to assist and transport service animals as required per student IEP.

- Manage student behavior and report student discipline problems in a timely manner to appropriate administrator. Monitor student behavior and report problems or concerns to the proper authority. Write Unsatisfactory Conduct Reports when necessary.
- Provide assistance to exceptional children (e.g., operate wheelchair lift, secure wheelchairs.)
- Administer first aid as needed.
- Assist the bus driver with counts, reports, and with the inspection of bus equipment (e.g., emergency door, safety lights.
- Operate equipment according to established safety procedures. Make sure seat belts, harnesses (safety-vests), or car seats are used correctly and help students use safety devices when needed.
- Follow emergency procedures including evacuation of students as needed and assist driver to administer first aid, if necessary.
- Follow district safety protocols and emergency procedures.
- Must help the driver to perform pre-trip/post-trip inspection of the bus including looking for students possibly left behind at the end of each trip.
- Must maintain good attendance record.
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting in an effort to be a responsible steward of our environment and conserve District costs.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve possible exposure to blood or body fluids. Regular attendance is required for this position.

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 no ambulatory students, and lifting and moving adaptive equipment

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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.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the School Bus Supervisor of Operations. This position requires contact with students, bus drivers, parents, and teachers. Purpose of contact is to assist in transporting students to school and to report any problems or concerns.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	