



Crandall Independent School District

Job Description

Job Title:	Bus Monitor	Wage/Hour Status:	Non-Exempt
Reports To:	Executive Director of Transportation & School Planning	Date Revised:	February 22, 2022
Dept./School:	Transportation		

Primary Purpose:

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

Qualifications:

Education/Certification:

Valid Texas Drivers License

Must be able to read, write and speak English

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:

Must be 18 years or older

Major Responsibilities and Duties:

Student Management

1. Assist students on and off the bus according to their individual need 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. Escort students into the building and deliver to their assigned destination.
4. Instruct students on safe entering, exiting, and riding rules and regulations.
5. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
6. Manage student behavior and report student discipline problems in a timely manner to appropriate administrator.
7. Communicate with teachers and parents regarding student behavior while on bus.

Routes and Schedules

8. Complete and maintain accurate, updated, and timely records and reports including route sheet and daily non-notification forms.

Safety

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

10. Follow emergency procedures including evacuation of students as needed and assist driver to administer first aid, if necessary.
11. Follow established procedures and techniques to perform job duties including lifting and assisting students.
12. Follow district protocols and emergency procedures.

Other

13. Become familiar with and follow procedures established by transportation and special education offices.
14. Assist driver keeping bus clean and performance of pre- and post-trip inspections.
15. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
16. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Frequent standing/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 student 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

The document describe 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.

Print Name

Signature

Date