



Bus Monitor

Reports to: Supervisor, Transportation

Structure/Grade: Unified 104

Division: Operations

Workdays: 185 Days

Position Summary

Perform basic tasks to ensure the safety and well-being of children during school transport by maintaining behavioral discipline, assisting with seating and safety equipment, and providing first aid as needed. Support the bus driver by monitoring student behavior, particularly for those with special needs, to maintain a secure and orderly environment. Perform duties under moderate supervision as an intermediate-level individual contributor.

Essential Job Duties

- Complete routine and sometimes more robust tasks as assigned in a timely manner.
- Ensure the safety of students, including those with special needs and those in wheelchairs, during transportation by overseeing their boarding, alighting, and securing with appropriate safety devices.
- Monitor student behavior to maintain a safe and orderly environment on the bus, addressing any issues appropriately.
- Provide medical assistance to students as required, attending to medical needs, including timing seizures.
- Communicate effectively with students by offering a warm greeting and answering questions to foster a positive atmosphere during transport.
- Complete transportation-related paperwork and reports in a timely manner to document activities and incidents as necessary.
- Enforce rules, regulations, and laws while managing scheduled routes or special excursions, and ensure compliance with safety protocols.
- Anticipate problems within defined parameters using established processes for routine tasks related to student transport operations.
- Maintain cleanliness on the bus, ensuring that it is ready for safe operation at all times.
- Follow established standard operating procedures and systems to accomplish tasks.
- Perform additional duties as assigned.

Qualifications

- High School Diploma or GED preferred.
- A minimum of six (6) months years of experience working with students with disabilities is preferred.
- Reliable transportation required.

Knowledge, Skills, and Abilities

- Knowledge of safety and emergency procedures, practices, and responses, particularly pertaining to children
- Effective oral and interpersonal communication skills
- Ability to maintain records
- Ability to use 2-way radio
- Ability to use specialized personal devices such as harnesses, belts, and wheelchairs
- Ability to operate equipment used to transport, lift, and restrain students
- Ability to ensure the safety of others, maintain a safe environment, and administer first aid.



Bus Monitor

- Ability to listen, understand, and interact with others, including children and parents
- Ability to manage challenging behaviors
- Ability to work collaboratively and seek assistance when needed
- Ability to solve problems within defined parameters and under clearly established processes
- Ability to follow clearly established procedures

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly observes details at close range.
- Constantly observes details at a distance.
- Constantly required to distinguish between colors.
- Frequently remains in a stationary position.
- Occasionally required to move about the vehicle with possible obstacles.
- Occasionally moves equipment weighing up to 25 pounds.
- Occasionally moves or otherwise maneuvers children weighing from 25 pounds to over 100 pounds.
- Constantly exposed to loud noise levels.
- Constantly exposed to moving mechanical parts.
- Occasionally exposed to mechanical oils, vibration and risk of electrical shock.

Supervisory Responsibility

- None

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____