



Transportation - Bus Monitors

General Statement of Responsibilities:

The School Bus Monitor is responsible for ensuring the safety and well-being of students while being transported on the school bus. The role includes providing direct assistance to students, particularly those with special needs, in activities of daily living (ADLs) assisting with positioning and transferring during boarding, riding and exiting the bus. The monitor works in collaboration with the bus driver and school staff to create a safe and supportive transportation environment.

Key Responsibilities:

Supervision and Safety:

- Ensure student safety and adherence to bus rules while on board
- Maintain a calm and orderly environment, addressing any behavioral issues in accordance with school policies
- Assist the bus driver in emergency situations, including evacuations and managing medical emergencies

Assistance with Activities of Daily Living (ADLs):

- Help students who require additional support with mobility, such as assisting with walkers, canes, or other adaptive devices
- ***Positioning and Transferring:***
- Safely assist students who use wheelchairs or other mobility aids in boarding and exiting the bus, utilizing lift mechanisms or manual transfers as needed
- Ensure proper seating and securement of mobility devices to ensure students' safety during transit
- Aid in the repositioning of students who may need assistance to maintain comfort and safety during the trip

Communication and Collaboration:

- Maintain clear communication with the bus driver, and school personnel to ensure all transportation needs are met
- Provide regular updates to school staff regarding any concerns related to students' behavior, health, or mobility during transport
- Collaborate with special education teams and licensed health care practitioners to understand the unique needs of students being transported
- Properly report special equipment repair needs to the shop foreman

Compliance and Documentation:

- Follow district transportation guidelines, including those related to special education and the handling of adaptive equipment
- Maintain accurate records of incidents, equipment usage, and any assistance provided during transport
- Participate in required training sessions, including first aid, CPR, and any specialized training for assisting students with disabilities as provided by special education teams and licensed health care practitioners
- ***Additional responsibilities:***
- Keep special needs equipment clean and in good condition (examples: infant seats, seat belts, wheelchair tie downs, etc.)

- Assist driver in the upkeep of the bus interior
- Check special equipment prior to each trip
- Perform other duties and responsibilities as assigned by the Director of Transportation

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 non-ambulatory 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

Qualifications:

- Must be 21 years of age or older
- Must be able to work with special needs students
- Fingerprinting: All potential candidates must adhere to and meet the requirements set forth in **Texas Education Code (TEC), Chapter 22, Subchapter C prior to employment**

Other Information: Fingerprinting: All potential candidates must adhere to and meet the requirements set forth in **Texas Education Code (TEC), Chapter 22, Subchapter C prior to employment.**

Apply To: Applicants are required to fill out an online application at www.dpsid.org and attach/or mail an updated resume and updated transcripts if any to the Human Resources Department.

Salary: Manual Trades Job Classification Pay Grade 1

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

I have read and understand the responsibilities and duties of this position as outlined above.

Printed Name

Signature

Date