

# **Durham Public Schools Job Description**

# **Transportation Services Safety Assistant**

**JOB TITLE:** School Bus Monitor

**REPORTS TO:** Area Transportation Manager

**SALARY:** Classified Salary Schedule, Hourly

**STATUS:** Classified, Full or Part-time, Non-Exempt, Permanent or Temporary, 10 month

**SUMMARY:** The School Bus Monitor performs a variety of duties that assist the School Bus Driver with student management.

## **RESPONSIBILITIES & DUTIES:**

1. Assist students boarding, riding and disembarking the school bus.
2. Adhere to board and departmental policies, procedures, rules and guidelines.
3. Foster a positive, professional and safe environment for students, that is free of bullying or other forms of harassment.
4. Maintain a working knowledge of and understand various disabilities/health conditions that may affect student passengers.
5. Maintain a working knowledge of the policies and procedures for ensuring the confidentiality of student information.
6. Monitor and manage student behavior, diffuse conflict and implement behavior intervention strategies when needed.
7. Report disciplinary concerns to designated authorities.
8. Safely operate, secure and maintain all specialized equipment, including (but not limited to) wheelchair lift, wheelchairs, scooters, strollers, car seats, safety vests, integrated safety seats, etc.
9. Assist the driver with planning and monitoring assigned seats
10. Assist the driver with planning and executing evacuation plans and drills; physically evacuate the bus in emergency situations.
11. Operate 2-way radio and secure the bus during an emergency.
12. Attend safety meetings and participate in scheduled training.
13. Perform other duties as assigned by supervisor.

## **MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:**

High school diploma or equivalent required; 1 to 3 years experience working with school aged children preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to read, write and follow directions. Ability to speak, hear, communicate effectively and respond to questions from students, parents, administrators and the general public.
2. Ability to add, subtract and divide units of measure.
3. Ability to define problems, establish facts and draw reasonable conclusions. Ability to interpret policy, procedures and regulations. Ability to learn multiple bus routes and assist the driver with

run directions. Must have or be able to gain the knowledge and ability to practice effective behavior management and nonviolent crisis intervention. Ability to make decisions regarding the use of basic first aid principles.

4. The employee must be available to work flexible hours.
5. Ability to obtain certification in Nonviolent Crisis Intervention; Sure-Loc Wheel Chair Securement and others as required.

**RESOURCE REQUIREMENTS: None of the below.**

Laptop	<b>X Access to Desktop computer</b>	
e-mail address	<b>X Outlook</b>	VPN
Cellphone	Pager	Two-way radio
iPad		
Office phone	10 digit telephone number	5 digit extension
Printer		
Fax		
District vehicle		
Software (List <i>–especially uncommon ones</i> : Microsoft Office, Adobe)		
AS400		
SharePoint	Audio recording device	
Web site access		
Building access key/code (for necessary building access during non-traditional hours)		

*OPTIONAL*: Wi-Fi hotspot to access VPN while away from their workstation (the person may already his/her own access)

**PHYSICAL REQUIREMENTS:**

While performing the functions of the job, the employee is regularly required to work with students. Doing so requires a high level of activity. The employee will often sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is regularly required to stand; walk; stoop; kneel; twist, crouch or crawl. The employee must lift and/or move up to 50 pounds. Specific vision requirements required by this job include, close vision; distance vision; peripheral vision; depth vision and ability to adjust focus.

**DISCLAIMER:**

The above statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

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Signature

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Date