

Job Description

Francis Howell School District

Bus Monitor

Purpose Statement

The job of Bus Monitor is done for the purpose/s of providing support within the student transportation services area with specific responsibilities for assisting students with special needs during transport to and from school and/or activities; and ensuring the safety and sanitation of assigned vehicles.

This job reports to Transportation Operations Manager

Other Functions

- Assists students with special needs and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Instructs students for the purpose of enforcing rules/regulations and maintaining student safety and well being.
- Monitor students needs until released to teacher, instructional assistant, parent, etc. for the purpose of ensuring the safe transportation of all passengers.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares reports (e.g. incident reports, passenger misconduct, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- Secures students and/or their equipment (e.g. restraints, wheel chair tie downs, seat belts, etc.) for the purpose of ensuring the safety and well-being of students.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; and operating equipment used in transporting students with special needs.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific

ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 25% walking, 0% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education (Minimum): High school diploma or equivalent.

Education (Preferred):

Required Testing

Annual Dexterity Testing

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

None Specified

FLSA Status

Not Rated

Approval Date

Salary Grade

Revised Date

Empowering students to be lifelong learners prepared for the future.