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## Job Description - Bus Monitor

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**Primary Function:** Under the direction of the Director of Transportation, aids the bus driver in overseeing comfort and safety of students while on the bus and in the immediate area of the bus.

### Responsibilities/Duties:

- Positions self towards the rear of the bus in an area that provides maximum observation of all riders
- Works with drivers as a team in assisting each other
- Works with driver as a team to keep the bus safe, clean, disinfected, and ready for use by sweeping the floor and keeping the windows clean inside
- Inspects assistive devices on a daily basis before and after route; devices need to be kept clean, disinfected, and sanitary
- Submits to substance abuse and alcohol misuse testing as prescribed by school district policy
- Attends in-service training classes and safety meetings as required by the district
- Possesses working knowledge of how to care for challenged students with diverse and special transportation needs
- Checks for lost items or children still on bus while cleaning bus after each route operated
- Maintains a presentable appearance that includes being properly dressed according to district standards, neat grooming and good hygiene
- Exercises student management through correct use of communication and discipline and reports discipline problems to school officials using a written referral form
- Maintains good work habits through timeliness and low absenteeism
- Operates adaptive transportation lift to board and discharge challenged passengers using safe and responsible procedures
- Controls emergency situations in the proper manner
- Conducts work in a manner consistent with Texas Hazard Communication Act
- Conducts work in a manner consistent with rules and regulatory guidelines for Pathogen handling
- Maintains a cooperative attitude with fellow employees, supervisors, parents and school personnel, always promoting district goodwill
- Complies with the use of devices and software designed for the safety of drivers and passengers

### Other

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

**Knowledge and Abilities:**

Knowledge of:

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Follow verbal directions
- Operate safety equipment and adaptive equipment
- Operate computer/device(s) including, but not limited to, tablets, phones, radios, and software programs applicable to transportation and training
- Work well with children with disabilities
- Work independently with little direction
- Communicate effectively both orally and in writing
- Maintains confidentiality
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

**Education/Licenses/Experience:** None required.

**Working Conditions:**

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

**Calendar and Salary Range:** 181 work days. See current pay grade on Transportation Compensation Plan.

**Revised:** 6/22/23

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

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Employee Signature

Date