

## JOB DESCRIPTION

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**Job Title:** Transportation Monitor

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**Original Date:** August 2, 2010

**Revised Date:** June 2014

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**Supervisor:** Director of Transportation

**Department:** Transportation

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**Basic Function and Scope of Responsibilities:**

Assists Student Transporters in providing safe and efficient transportation to all students so they can take advantage of the District's educational programs.

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**ESSENTIAL FUNCTIONS:**

- Assures orderly entrances and exit to and from buses.
- Assists young or disabled students on and off of the school bus.
- Responsive to the needs of special needs children according to the transportation plan formulated in conjunction with the child's Individual Education Program.
- Safely operates powered wheelchair lift equipment on special needs buses.
- Correctly uses child and wheelchair restraint devices on special needs buses.
- Assists the driver in effectively dealing with special need student's discipline issues.
- Maintains daily log to record drop-off and pick-up times as well as student behaviors that may occur during the duty period.
- Effectively observes students to identify medical or health issues.
- Maintains confidentiality of information according to prescribed guidelines.
- Maintains a neat clean appearance in accordance with the District dress code. Shoes will be of a closed-toe, closed-heel design that will not interfere with performance of their duties.
- Maintains flexibility of duty hours to accommodate various bus routes in support of the Districts' and other Alternative school-year schedules.
- Assists Student Transporter in helping to keep the interior of the bus neat and clean. Assists with emergency bus cleaning.
- Must be able to pass a Physical Performance Test.
- Perform other job related duties as assigned.

Reasonable accommodations may be made to individuals with disabilities.

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**\*EDUCATION REQUIREMENTS:** (R) if required or (P) if preferred

- High school diploma or equivalent (R)

**\*EXPERIENCE, AREA(S) OF STUDY, AND/OR LICENSURE(S):** (R) if required or (P) if preferred

- Capable of dealing with children including those with various special needs (R)
- Must be able to pass Certified First Aide class (R)
- Must be able to pass Certified CPR class (R)

**\*KNOWLEDGE AND SKILLS:** (R) if required or (P) if preferred

- Demonstrated physical stamina and health required of the position and able to complete a physical performance test (R)
- Must be able to climb and descend bus stairs without assistance (R)
- Must be able to bend down in a kneeling/squatting position and stand up straight without assistance (R)
- Must be physically able to assist in lifting wheelchairs and students (R)
- Must be able to lift approximately 40 pounds (R)

\*Such alternatives to the above as the Board may find appropriate and acceptable.

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**PHYSICAL ACTIVITIES AND VISUAL ACUITY:**

The usual and customary methods of performing the jobs functions require the following physical requirements: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The physical activities include: climbing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.

Generally the job requires the worker to have close visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

**WORKING CONDITIONS:**

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is required to function in narrow aisles or passageways.
- The worker is exposed to infectious diseases.

**TERMS OF EMPLOYMENT:**

Non Exempt: 9 months

Salary and employment terms based on the Director Placement Chart as established by the Governing Board.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with District policy.

Reviewed and approved by: \_\_\_\_\_ Date \_\_\_\_\_