

# ***MAPLE HEIGHTS BOARD OF EDUCATION***

## **JOB DESCRIPTION**

<b><u>Title:</u></b>	Bus Monitor
<b><u>Department:</u></b>	Transportation
<b><u>Building/Facility:</u></b>	Warehouse
<b><u>Reports To:</u></b>	Director of Transportation
<b><u>Overview:</u></b>	Assist in providing safe transportation so that students may enjoy the fullest possible advantage from the District's curriculum and extracurricular programs

**Note:** The below lists are not ranked in order of importance

### **Basic Functions:**

- Attend meetings and in-services as required
- Promote positive public relations by interacting tactfully and diplomatically with staff, students, parents, and public
- Project a positive image through professional appearance, attitude, and conversation
- Serve as a role model for students by acting as a responsible, intelligent citizen
- Ensure safety of students
- Maintain respect at all times for confidential information
- Enforce and comply with all Maple Heights Board of Education policies and procedures
- Performs all assigned duties in a complete, accurate, and timely manner
- Assist bus driver in pre-trip and post-trip operation of the assigned bus
- Assist bus driver in the pick up and drop off of students to and from school
- Assist in loading and unloading students
- Assist in securing student in seats and/or areas on the bus
- Be available in the event of emergency dismissal
- Collects and turns over to the school those personal items left on bus by students
- Assist driver in emergency evacuation drills as required
- Assist the driver in the safe condition and cleanliness of the bus
- Keep accurate reports and submit same to the appropriate authorities
- Make necessary reports on discipline problems to the bus driver or administrator in charge
- Observe all mandatory training
- Report hazardous conditions to the driver

### **Other Duties and Responsibilities:**

- Perform other duties as assigned

### **Qualifications:**

- High school diploma or equivalent
- Must pass physical examination and drug test
- Such alternative to the above qualifications as Superintendent and Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities (including, but not limited to):**

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to listen for mechanical defects and distinguish color of lights
- Ability to read and understand verbal and written instructions, written warnings and labels
- Ability to work effectively with others
- Knowledge of basic first-aid
- Effective, active listening skills
- Knowledge of relevant Ohio laws and regulations
- Knowledge of traffic rules
- Organizational and problem solving skills

**Equipment Operation (including, but not limited to):**

- Wheelchair lift
- Car seats
- Child restraints

**Additional Working Conditions (including, but not limited to):**

- Carrying bus supplies up to a maximum of 40 - 50 pounds, e.g. oil and fluids; lifting students as needed
- Climbing steps on bus
- Extensive sitting
- Frequent exposure to high levels of noise, e.g. bus motor
- Occasional overtime
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly children
- Pushing and pulling up to maximum of 50 pounds, e.g. bus hood and door
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional operation of a vehicle in inclement weather conditions, e.g. being prepared to come to work on all scheduled work days