

**McCormick County School District
Position Description**

POSITION TITLE: BUS MONITOR

SUMMARY: Assist the school bus driver in maintaining discipline while the bus is in operation; maintain proper records and documentation; assist students loading, unloading and seating arrangements as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with the bus driver as a team to transport students to and from school safely.
- Assist the bus driver with following the student code of conduct for school bus safety.
- Enforce safety rules and provide firm direction to the students.
- Attend assigned workshops and training programs.
- Assist bus driver in seating arrangements as required.
- Maintain proper records and documentation.
- Maintain discipline on the bus in accordance with recommendations of the administration.
- When students are present on the bus, monitors must be positioned in the back of the bus at all times.
- Participate in evacuation drills, to be conducted twice during the school year.
- Use proper dress attire at all times (no tank tops, shorts, sandals, or flip-flops) (for safety purposes).
- Report misconduct of students on the appropriate form and turn in report of student misconduct to the designated school administrator.
- Perform other duties as assigned by the Transportation Director.

EDUCATION and/or EXPERIENCE: High School diploma or GED is needed. May be subject to drug test.

QUALIFICATIONS: Must be at least 18 years old.

While performing the duties of this job, the employee occasionally works in temperatures above 100 and below 32 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others.

Reports to: Director of Operational Services

Days: 180

