

Richland School District Two

JOB DESCRIPTION (Revised May, 2013)

JOB TITLE: Bus Monitor

FLSA Status: Non-Exempt

Pay Grade: Support/Bus

Days of Work: 180

GENERAL STATEMENT OF JOB

Provides general assistance to students and bus drivers in fulfilling safe transportation of students to and from school. Coordinates special needs, assists students, communicates with parents, and performs related tasks. Reports to the Special Needs Transportation Supervisor and bus driver.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides assistance to bus driver by monitoring activities of students being transported; informs driver of any behavior concerns or other problems; completes discipline slips on disruptive students when necessary.

Informs students of bus safety and other requirements; enforces rules and regulations and provides positive discipline and guidance. Diffuses situations and/or prevents distraction to the driver or injury to students and/or other passengers.

Reports observations and incidents (e.g., discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to the appropriate personnel.

Assists students in getting onto and off of the bus; operates a wheelchair lift to assist disabled students in getting onto and off of the bus; provides other appropriate assistance to students as required. Secures students and/or equipment to ensure their safety and welfare, and to comply with designated policies and procedures.

Coordinates the special needs of students. Communicates with classroom aides, teachers, principals, parents and supervisors concerning student needs, backgrounds, medical concerns, etc. as appropriate. Communicates with others concerning special pickup/drop off schedules, activities, etc.

Lifts students and/or equipment for the purpose of positioning or repositioning students as appropriate. Assists students by tying shoes, providing assistance with hats, coats, personal hygiene, etc. for the purpose of providing for their needs during transport, including both normal transport and emergency situations.

Consults with and assists the bus driver in documenting student information, recordkeeping and completing route surveys. Prepares behavior reports, logs, referrals, route descriptions, etc. to document activities, provide written reference and/or convey information.

Keeps abreast of safety and first aid procedures related to the duties of the job. Responds to emergency situations and assists in addressing immediate safety issues.

Maintains current knowledge of emergency evacuation procedures. Assists in conducting emergency evacuation drills to ensure efficiency of procedures and to comply with mandated requirements.

Makes transportation/trips enjoyable for students through educational programs, group activities, etc.

Assists the bus driver in maintaining the interior cleanliness of the bus in order to maintain the appearance, sanitation, and safety of the vehicle.

Attends conferences, in-service meetings, training courses, etc. as required.

Follows Transportation guidelines as they relate to wearing proper apparel, including appropriate shirts, shoes (closed toe and closed heel), and a Richland District Two identification badge. Exhibits acceptable employee conduct and presents a positive image of Richland School District Two. Complies with the District's Board policies and designated procedures at all times.

Willingly performs other duties as assigned or requested.

MINIMUM TRAINING AND EXPERIENCE

High school graduate. Must be at least 18 years of age. Certified school bus driver with excellent motor vehicle driving record highly desirable. Experience in working with children and special needs students preferred. Must have an acceptable background check and a South Carolina Driver's license.

JOB REQUIREMENTS

Knowledge:

Knowledge of state laws, regulations, and safety procedures pertaining to the safe transport of students, including special needs students. Knowledge of the operation of a school bus and equipment related to special needs students. Understands the limitations and hazards involved in operating assigned equipment. Knowledge of the proper procedures for reporting student misbehavior and other problems, and equipment failure. Knows the proper procedures for emergency situations. Familiar with daily bus route and the location of schools and other landmarks. Knowledge of the requirements for maintaining the appearance of equipment.

Skills/Effort:

Is able to complete assigned tasks in a safe, timely, and effective manner. Is capable of applying common sense understanding and independent judgment in the performance of prescribed duties and tasks. Has the ability to communicate effectively with students, parents, supervisors, co-workers, and the general public. Is able to work with children, including disabled students, in an effective manner. Has the ability to carry out duties in extreme conditions of weather and noise. Physical demands are related to the operation of wheelchairs, wheelchair lifts, and maintaining the effective operation and cleanliness of assigned equipment. Must be able to properly secure wheelchairs and secure seat belts and harnesses. Must be able to handle emergency situations in a calm and responsible manner, and be able to assist students in evacuating the bus under emergency conditions. Requires ability to work under a degree of stress related to duties that require constant attention and awareness, and the supervision of children.

Additional Physical, Cognitive, and Other Requirements:

Job responsibilities involve duties that include sitting, standing, walking, reaching with hands and arms, climbing bus steps, balancing, stooping, kneeling, and crouching. Specific vision abilities include close, distance, color, peripheral, depth and the ability to focus. Sensory abilities require the skill to respond and/or prevent children from endangering themselves or others and to react in the event of emergency situations. Must be able to talk, read and hear, and effectively perceive and exchange information in a variety of oral, written and/or printed formats. Duties require basic mathematical skills including addition, subtraction, multiplication, and division. Must take direction,

and comply with all applicable laws, policies and procedures, and interact well with others, including students and parents. Must display emotional control and be adaptable to stressors, tight deadlines, frequent changes, etc. Must meet all required medical, drug testing, and physical performance standards.

Working Conditions:

Work is conducted primarily on a school bus where one is required to ride under varying road and weather conditions which means exposure to conditions such as heat, cold, rain, humidity, etc. Routine local travel is required to monitor passengers being transported to and from school and other approved facilities; no overnight travel is required.

Responsibility:

No budgetary responsibility. Assists the Bus Driver in supervising students riding bus.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EEO STATEMENT

Richland School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

Signatures:

_____ Date: _____
_____ Date: _____
_____ Date: _____