



JOB DESCRIPTION

Student Transportation Monitor

DEPARTMENT: Transportation	SCHEDULE: BUS
REPORTS TO: Special Needs Transportation Supervisor; Assigned Student Transportation Specialist	WORKDAYS: 183
CLASSIFICATION: Classified	FLSA STATUS: Non-Exempt
PCS CODE: 102	DATE: September 2025

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under general supervision, provides assistance to students and bus drivers in accordance with all applicable state/federal laws, South Carolina Department of Education regulations, and District policies to transport students to and from various school(s) or other designated facilities. Responsible for assisting students with special needs, communicating with parents, and performing related tasks to ensure student safety and security. Provides appropriate assistance during transport and responds to medical emergencies as trained, ensuring the safe and dignified care of all students with medical needs while in transit.

MINIMUM REQUIREMENTS

Education:

High School Diploma or General Education Diploma (GED).

Certification/License:

Must possess a valid South Carolina Driver's license.

Certified Bus Driver and Commercial Driver's License preferred.

Work Experience:

Must be at least 18 years of age with an excellent motor vehicle driving record. Experience with working with children and special needs students preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of all state/federal laws, regulations, District policies, and safety procedures pertaining to the operation of a District school bus, including transport of students with special needs.

- Ability to operate and secure wheelchairs, wheelchair lifts, seat belts, harnesses, and specialized medical equipment in a safe and efficient manner.
- Ability to communicate effectively with students, parents, supervisors, co-workers, and the general public. Ability to interact with students in a positive, supportive manner.
- Ability to use sound judgment, work with noise distractions, and operate under a degree of stress in the performance of prescribed duties that require constant attention and awareness in a safe, timely, and effective manner.
- Ability to de-escalate student misbehavior and follow proper procedures for addressing student behavioral concerns. Ability to follow proper procedures for reporting student misbehavior and other problems.
- Ability to manage emergency situations in a calm and responsible manner and the ability to assist students in evacuating the bus under emergency situations.
- Ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to work independently and as a productive member of a team.

ESSENTIAL DUTIES

- Provides assistance to the bus driver by supervising students while loading and unloading the bus, monitoring student behaviors, and ensuring safe transport of all students.
- Participates in regular training exercises and demonstrates proficiency in the use of assistive devices and specialized medical equipment required for student transport.
- Assists students as necessary with getting on and off the bus. Operates a wheelchair lift to assist assigned students; provides other appropriate assistance as required. Secures students and/or equipment to ensure their safety and comply with designated policies and procedures.
- Properly lifts students and/or equipment to position or reposition students as appropriate. Assists students with personal needs, including but not limited to tying shoes, providing assistance with hats/coats, and assisting with personal hygiene, etc., for the purpose of providing for their needs during transport, including both normal transport and emergency situations.
- Properly uses, handles, and secures specialized medical equipment required for medically fragile students, including but not limited to feeding tubes, tracheostomy tubes, EpiPens, oxygen tanks, and other assistive devices, in accordance with individual health plans and established safety protocols. Provides appropriate assistance during transport and responds to medical emergencies as trained.
- Uses good judgment in responding to emergency situations (e.g., health emergencies, run away situations, fights, injuries, etc.). Promptly reports observations and incidents to resolve safety or health concerns; provides appropriate documentation; and communicates information to appropriate personnel. Responds promptly to emergency situations and assists in addressing immediate safety and medical issues.
- Administers general first aid when needed. Keeps abreast of safety and first aid procedures related to the position.
- Communicates with parents and school personnel concerning student needs, medical concerns, background information, special pickup/drop-off schedules, activities, etc.
- Enforces rules and regulations with students; uses positive discipline to provide guidance on appropriate behavior during transport. Diffuses situations and prevents distractions for the driver or injury to students and/or other passengers.

- Maintains proper discipline among students. Reports escalated issues to bus driver, transportation supervisor, and school administration as directed for appropriate disciplinary action. Promptly reports incidents or concerns such as fights, suspected alcohol or substance abuse, possession of weapons, student or other health/safety concerns, etc., adhering to appropriate policies and procedures. Completes designated incident report forms in an accurate and timely manner.
- Promptly reports suspected instances of child abuse and/or neglect as required by applicable South Carolina laws, District policies, and school procedures.
- Adheres to the highest standards of confidentiality concerning sensitive matters, students, parents, and staff.
- Complies with Board policies and designated procedures at all times. Assists the driver to confirm that the student roster is up-to-date; riders are seated in assigned seats; and emergency evacuation procedures are reviewed with riders on a regular basis.
- Establishes a professional rapport with students and staff that fosters their respect. Displays the highest standards for ethical and professional behavior while working with students, parents, school personnel, District staff, community members, and other parties.
- Assists the driver in returning the vehicle to the transportation lot in appropriate condition, with all personal belongings, trash, etc., removed. Maintains a clean appearance of the vehicle.
- Attends safety meetings and trainings to include bus evacuation procedures as required by the District and the South Carolina Department of Education (SCDOE). Attends in-service programs, training courses, etc., as required.
- Follows Transportation department guidelines as they relate to wearing proper apparel, including appropriate shirts, shoes (closed toe and closed heel), and a Richland School District Two identification badge.
- Presents a positive image of Richland School District Two and complies with Board policies at all times. Willingly accepts assigned responsibilities; and demonstrates pride in the public education profession.
- Demonstrates prompt, regular attendance and is available to work in-person designated business hours.
- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for a period of time. Ability to see clearly at appropriate distances for operation of District vehicles.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh fifty (50) or more pounds on a frequent basis. Ability to pass the PPT exam if CDL is on file.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors; work outdoors.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

Additional Work Conditions and Physical Abilities: Must meet physical performance standards (PPT) as outlined by the State Department of Education for school bus drivers if CDL license is on file.

Special Needs Monitors: physical demands include the operation of a wheelchair lift; lifting of children with special needs onto and off of the bus; proper handling and securing of specialized medical equipment. Must be able to properly secure wheelchairs, secure seat belts and harnesses, and respond to medical emergencies as trained.

PPT Standards:

- Must be able to alternate quickly between the throttle and the service brake (10 times in 10 seconds).
- Must be able to depress fully and maintain constant, unassisted pressure on the brake pedal for at least 60 seconds.
- Must be able to simulate a front door evacuation (45 seconds).
- Must be able to move rapidly through the interior of the bus, simulating a rear door evacuation drill with a student and exit from the rearmost floor. Level emergency door, starting from a seat position (within 1 minute and 15 seconds).
- Must be able to drag individuals rapidly in a bus emergency (125-pound object must be dragged 30 feet in 30 seconds).

Routine local travel is required to transport students. Reliable transportation required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.