



Bellwood School District 88

Job Description

Bus Assistant/Monitor

Job Description

Job Title: Bus Assistant / Monitor

Department: Transportation

Reports To: Director of Transportation

FLSA Status: Non-Exempt

Hourly: \$17.42 -\$20.01

Length: 10-month employee

Primary Purpose:

To support a safe, respectful, and organized environment for all students on district transportation. The Bus Assistant/Monitor assists the bus driver in ensuring the safety, well-being, and proper conduct of students, including those with special needs, during loading, unloading, and transit.

Qualifications:

A high school diploma or GED equivalent is required.

Special Knowledge / Skills:

- Willingness and ability to work with students of all ability levels, including students with disabilities.
- Ability to lift and assist students up to 25 lbs. as needed.
- Clear and effective communication skills in English (verbal and written).
- Dependability, patience, empathy, and emotional maturity.
- Ability to remain calm and professional in stressful or emergency situations.
- Must successfully complete required district training programs (e.g., safety, behavior management, disability support, emergency procedures).

Essential Duties and Responsibilities:

- Support and promote a safe environment by monitoring student behavior on the bus and ensuring adherence to transportation rules.
- Assist students with disabilities and other special needs during boarding and exiting, using lifts or ramps when necessary.
- Secure seat belts, harnesses, or specialized safety equipment for designated students according to their needs and care plans.
- Monitor students during transit, ensuring they remain properly seated and behave appropriately.
- Provide direct assistance to students with mobility challenges or medical needs during transport, following all safety protocols.

- Maintain consistent communication and collaboration with bus drivers, school staff, and families regarding student needs or concerns.
- Assist with the cleanliness and maintenance of a safe bus environment, including routine cleaning as assigned.
- Help train new bus monitors or substitutes as directed.
- Maintain punctual and reliable attendance in accordance with district scheduling needs. Report absences in advance to ensure appropriate coverage.
- Remain alert and responsive to potential student or vehicle emergencies and assist with emergency evacuation procedures as trained.
- Support transportation staff in creating an inclusive and respectful environment for all riders.
- Always demonstrate confidentiality and professionalism when dealing with students and district information.
- Upholds and adheres to safety rules and policies of the District.
- Supports the goals and objectives of the school district and follows all district policies.
- Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
- Perform other duties as assigned by the Director of Transportation or the designee.

Customer Service Commitment:

Provide high-quality support and respectful service to all students, families, staff, and community stakeholders in alignment with the values and mission of the District.

Mental Demands:

- Ability to concentrate and remain composed in dynamic, high-energy settings
- Maintain professionalism and emotional control under pressure or when managing student behaviors

Physical Demands:

- Moderate physical activity required: standing, bending, stooping, lifting (up to 25 lbs)
- Ability to assist students with physical transfers or emergency evacuations as necessary

Work Environment:

- Exposure to a variety of weather conditions
- Frequent interruptions, noise, and movement inside the bus environment

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of Board policy on evaluation of support staff.

Bellwood School District 88 and SEIU 73 Job Description committee reserves the right to modify, interpret, or apply this job description.

This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise.