



Tolleson Union High School District #214
Bus Monitor

Purpose

The job of Bus Monitor is for the purpose of assisting in providing safe and efficient transportation so students may enjoy the fullest advantages from all educational programs.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. Job related experience in a school setting is desired.
3. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
4. Ability to learn special methods and procedures for working with special needs students, to include handling equipment that may be required in transporting special needs students (i.e., walkers, wheelchairs, oxygen equipment, etc.).
5. Must be at least 18 years of age.
6. Ability to maintain confidential materials and information.
7. Must be able to provide social/emotional support to special needs students.
8. Must be able to work in extreme desert temperatures.
9. Ability to acquire Cardiopulmonary Resuscitation (CPR) and 1st Aid Certification.
10. Ability to maintain professional relationships with students, co-workers, administrative staff, and parents.
11. Capable of lifting 50 lbs. and pass Department of Public Safety (DPS) physical performance test.

Preferred:

1. Bilingual in English and Spanish.

Essential Functions

1. Maintain good student conduct while on the bus with driver's support.
2. Assist students as they enter and exit the school bus for curb-to-curb service as needed.
3. Keep written records of student attendance, inappropriate student behavior, and any other records as required by Tolleson Union High School District guidelines.
4. Responsible for securing/un-securing wheelchairs while the driver operates the lift, using tie-downs, belts, safety restraints, and any other related supportive equipment needed for transporting students.
5. Assist the driver with the routes and the maintenance of a clean bus interior, wiping down the seats with disinfectant, inspecting and securing seatbelts and other safety equipment, putting up the windows, etc. while on duty.
6. Demonstrate knowledge of assigned bus route for pickup and delivery of students.

7. Meet or exceed the dress code.
8. Is required to communicate with Dispatch of availability to work on a weekly basis.
9. Required to attend department in-service meetings and all recertification classes.
10. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills based on competencies required to satisfactorily perform the functions of the job include: operating safety equipment, wheelchairs and restraints, preparing and maintaining accurate records, and maintain appropriate interpersonal relations with students, parents, and other staff of the district.

KNOWLEDGE is required to perform basic math, read, follow instructions, and understand written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job include: rules and regulations of driving a school vehicle (e.g., pick-up and discharge students only at authorized stop, transport only authorized students and authorized personnel); standard practices, methods, and materials of assigned work; occupational hazards and applicable safety principles and practices; safe uses and properties of supplies and equipment; reading routes, maps, and schedules; applicable federal, state, and local laws, codes, regulations; customer service principles; specialized equipment relevant to area of assignment; modern office technology; utilizing a computer and relevant software applications; and utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the public and others to sufficiently exchange or convey information and to receive work direction.

ABILITY is required to schedule student drop-offs and pick-ups, gather and/or collate data, and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances, work with data utilizing defined and similar processes, and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals, work with similar types of data, and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation as well as problem solving with equipment. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

Responsibility

Responsibilities include: working independently under direct supervision using standardized procedures, providing information and/or advising others, and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continuous opportunity to affect the organization's services.

Working Environment

The methods of performing the job's functions require the following physical demands: positioning in this environment which typically require sitting, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. The job functions require the following manual work: ability to lift and/or move up to 50 pounds, ability to drag up to 125 lbs., and to physically assist in the lifting of wheelchairs and students. Generally, the job requires 70% sitting, 15% walking, and 15% standing. Working conditions may require work to be performed in both the field with extreme weather conditions and in an indoor environment with minimal temperature variations and some hazardous conditions.

Continuing Education / Maintains Certificates and/or Licenses

Training

Reports to: Director of Transportation

Terms of Employment: Ten or Eleven months, full-time

Evaluation: This position will be evaluated annually as outlined in Governing Board Policy.

FLSA Status: Non-Exempt

Salary Range: Support Staff Salary Schedule, Grade 10

Board Approval: 5/28/2024 (Revised)