



CODE: 52709  
UNIT: BLUE COLLAR  
GRADE: 2  
FLSA: Non-Exempt

**CLASSIFICATION TITLE**

TRANSPORTATION (BUS) MONITOR

**SUMMARY:** Assist driver with student management and ensure the safety and welfare of students including Exceptional Education students while on the bus and at transfer sites. Must be able to operate mechanical or manual wheelchair lift on a bus and properly strap in a wheelchair inside the bus.

**MINIMUM REQUIREMENTS**

Speak, read and write in English.

One year of experience working with children or special education children.

Related training or experience

**ADDITIONAL REQUIREMENTS AFTER HIRE**

FBI fingerprint background check (at employee's expense).

CPR and First Aid Certification, certification must be maintained current during course of employment.

(CPR and First Aid training is provided by the Transportation Department during the first week of employment.)

Physical Examination to be done by one of the clinics with which the District contracts (Category B) and sign a Medical History form (at employee's expense).

Must submit to a post-offer/pre-employment drug/alcohol screen

Proof of immunity to rubeola (measles) and rubella (German measles) or proof of MMR immunization

**ESSENTIAL FUNCTIONS**

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Help students board and disembark buses and cross the street. Load and unload children in a wheel chair, using a wheelchair lift, as needed.

Ensure children are safely seated or are securely fastened in harnesses or seat belts as required.

Direct and instruct students on proper bus conduct. Prepare and submit bus conduct and incident reports.

Assist the bus driver in maintaining discipline, keeping the bus clean and conducting evacuation drills.

Operate a two-way radio to maintain contact with dispatcher.

Administer first aid care and/or cardiopulmonary resuscitation as needed.

Coordinate student welfare concerns with teachers, aides, parents and supervisor.

**MARGINAL FUNCTIONS**

Assists exceptional education students with hygiene.

Assist substitute bus drivers with directions and other information.

**MENTAL TASKS**

Communicate. Comprehend. Perform functions from written and oral instructions and from observing others.

Read.

**PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. Considerable walking, climbing, stooping, bending, reaching and sitting for considerable periods of time may be required as a normal part of the job. Employees may have minor restrictions of motion; however the restrictions must not prohibit performance of assigned duties, and vision and hearing should be rated as acceptable to obtain driver's license. Verbal communicative ability may be required of public contact positions.

**EQUIPMENT, AIDS, TOOLS, MATERIALS**

Use school bus activation switches to lift students onto vehicle (manual and automatic). Use emergency evacuation belt cutting tools. Use all appropriate safety equipment.

**WORKING CONDITIONS**

Indoor. School bus environment. Exposure to noise and gas fumes. Contact with employees, students and public. Exposure to varied weather conditions.

**CONTROL, SUPERVISION**

None.

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Revised 10/25/94, 8/98, 12/00, 6/04, 7/06, 1/11