

United Independent School District

Department of Human Resources

PART TIME BUS MONITOR / NON CDL DRIVER

Transportation Department

Primary Purpose:

Provide for the safety of all students and to ensure that all students comply with the UISD Student Discipline Management Plan while on a school bus.

Educational Qualifications:

- High School Diploma or GED preferred
- Valid Class C Texas Driver's License (submit copy with application)
- Valid Texas Driver's License
- Ability to project a friendly and harmonious attitude

Major Responsibilities and Duties:

1. Must have interest and empathy for children, including children with disabilities.
2. Must have the ability to understand and carry out written and oral instructions.
3. Must have the ability to maintain effective pupil behavior management control over groups of children.
4. Must take an annual tuberculin test with negative test results.
5. Must have and maintain a satisfactory driving and criminal background which meets all local school district, state and federal requirements.
6. Must be able to communicate well with people, including clear and understandable verbal skills.
7. Must be at least eighteen (18) years of age.
8. Must attend in-service training classes and safety meetings as required by the department, local school board and State or Federal Government.
9. Must be able to read and interpret schedules and forms, as well as read and use a map.
10. Must be physically able to climb in and out of the school bus emergency door to evacuate the bus in an emergency.
11. Must provide the Transportation Office with an up-to-date telephone number and mailing address.
12. Assist in transporting children to and from school, as well as related activities, in a safe, timely manner.
13. Exercise student management through correct use of communication and discipline and to report discipline problems through proper local school district procedures.
14. Maintain good work habits through timeliness and low absenteeism for daily assignment and extra trips.
15. Be prepared to operate the two-way radio correctly and according to district policy.
16. Assist in inspecting each vehicle before and after each trip using the correct procedure and complete the pre and post trip inspection form.
17. Assist in keeping bus clean and orderly with daily cleaning after each route operated as well as check for lost items.
18. Maintain a presentable personal appearance which includes being properly dressed according to district standards, neat grooming and good hygiene.
19. Maintain a cooperative attitude with fellow employees, supervisors, parents and school personnel always promoting goodwill.
20. Must be able to control emergency situations in a proper manner.
21. Must assist in completing bus evacuation drills to local school district and assigned supervisor's standards.
22. Must be able and willing to complete and turn in all required documentation to the local terminal in a timely and accurate manner.
23. Attend all required in-service trainings, school district required meeting and training, as well as other required meetings.
24. The bus security guard is responsible for maintaining control of the students while on the bus to ensure a minimum amount of distraction for the driver.
25. Ability to use wheelchair lifts, ramps and lock and secure systems
26. Assist in loading and unloading of student with disabilities according to their individual needs
27. Assume responsibility for learning and adapting to each student's special medical, physical, communicative and

emotional needs.

28. Perform any and all other duties as assigned by Supervisor.

Part Time Bus Monitor / Non CDL Driver (continued)

Working Conditions:

Reading; ability to communicate effectively (verbally); ability to operate special equipment on bus, completing of required forms, i.e., route rosters, field trip forms, time card, etc. Dealing with life threatening situations as well as coping with screaming children. Travel in vehicles in inclement weather, heat and cold (most buses not air conditioned), and exposure to possible injury due to traffic accidents. There is considerable exposure to dust, traffic fumes, and high noise level from outside traffic as well as from passengers.

Terms of Employment:

Wage / Hour Status: Non Exempt
Minimum Salary: \$12.00 / hour
Minimum Work Days: As Needed

Date Last Revised: 08/23

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.