

# **Bus Monitor Job Description**

## **PURPOSE OF THE POSITION**

The School Bus Monitor is responsible for assisting the School Bus Driver in maintaining a safe environment while the bus is in operation.

## **SCOPE**

- The School Bus Monitor is responsible for supporting the School Bus Driver in maintaining a safe environment while the bus is in motion. This person will help students maintain an appropriate level of noise, and encourage the use of language that is not offensive.
- The School Bus Monitor must work to keep students in their seats and prevent damage to the seats from writing or other means of destruction.
- It is critical for School Bus Monitor to be aware of and communicate safety concerns with the School Bus Driver. The School Bus Monitor will assist the School Bus Driver in completing bus conduct reports.

## **RESPONSIBILITIES**

1. Supervise students while the bus is stopped for pick ups and drop offs, and while the bus is in motion
  - Keep students in their seats
  - Encourage students to maintain an appropriate noise level that is not distracting to the School Bus Driver
  - Encourage the use of appropriate language
  - Monitor the use of cell phones by students
  - Promote behavior that discourages harassment, name calling, or violence
2. Assist the School Bus Driver as follows:
  - Take attendance on the school bus as needed
  - Help enforce rules and responsibilities of passengers
  - Maintain order and discipline on the School bus
  - Make note of any behavioral or disciplinary problems and assist School Bus Driver in completing conduct reports
  - Sit in the rear of the bus and assist the School Bus Driver in evacuating students in the event of an emergency
  - Assist the school bus driver as needed with cleaning of buses
3. Perform other related duties as assigned

## **KNOWLEDGE, SKILLS AND ABILITIES**

The School Bus Monitor is required to have a Criminal Records Check completed.

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- knowledge of school bus safety rules
- knowledge of how to deal with children

- knowledge of how to deal with children with special needs
- knowledge of record keeping system
- knowledge of school bus equipment
- cleaning standards and procedures

### **Skills**

The incumbent must demonstrate the following skills:

- client service and public interaction skills
- team building
- analytical and problem solving skills
- decision making skills
- effective verbal and listening
- communications skills
- ability to read and write to record
- stress management skills

### **Personal Attributes**

The incumbent must demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- deal with the public in a positive, courteous, and respectful manner

## **WORKING CONDITIONS**

### **Physical Demands**

The School Bus Monitor has a moderately strenuous job. The Monitor must sit for long periods, be aware of student behavior, and have the ability to redirect and interact as needed with students and the public.

### **Environmental Conditions**

The School Bus Monitor must work in all different weather conditions including extreme cold and extreme heat.

### **Sensory Demands**

The School Bus Monitor will monitor student behavior and interactions. The Monitor will have knowledge of how to interact with and re-direct students as appropriate.

### **Mental Demands**

The Monitor must assist in maintaining order and discipline on the bus while the vehicle is being operated. Stress can be caused by the need to address behavior issues and discipline problems.