

WARREN TOWNSHIP SCHOOLS

School Bus Aide/Monitor

Reports To: Transportation Coordinator

Qualifications: Demonstrate ability to relate to students in a positive and mature manner. Demonstrate the ability to assist students in the evacuation of the bus in an emergency. Experience with young and disabled children preferred. Commercial driver's license (CDL) with the proper endorsements preferred.

Supervises: NA

Basic Functions: The school bus aide/monitor is assigned to a bus to assist a bus driver and to maintain student discipline on the bus.

PERFORMANCE RESPONSIBILITIES – INCLUDE, BUT ARE NOT LIMITED TO:

1. Maintain discipline when students are on bus.
2. Report undisciplined students to the school principal.
3. Assist driver in keeping assigned bus clean and orderly.
4. Complete a walk-through of the bus before and after each bus trip.
5. Attend in-service training programs as required.
6. Provide boarding and exiting assistance to young and disabled students.
7. Check outside the bus while students are boarding and unloading to ensure that no safety hazards exist.
8. Once students have boarded the bus, check for any potential hazards, fasten younger students into their seats and check the roll to make sure everyone is on the bus before directing the driver to start the bus.
9. Assist with all state required bus safety and evacuation drills.
10. If the bus is involved in an accident, assist the driver if assistance is needed.
11. Assist disabled students who may require individual attention.
12. Follow established procedures in the event of an emergency.
13. Assist with lunches by cleaning floors, tables, and other lunchroom items as directed by the head custodian.
14. Other duties as assigned for the efficient operation of the school district to increase the effectiveness and reduce costs to the ultimate benefit of the educational program.

Employment will be dependent on successful completion of a criminal background check as mandated by N.J.S.A. 18A:6-7.1. Additionally, and in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Permanent teaching staff members are further required to meet the citizenship standards set forth in N.J.S.A. 18A:26-1.

Revised March 25, 2010
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