

**EC Bus Monitor**  
Wayne County Public Schools  
Job Description

**Department:** Exceptional Children's Department

**Title:** EC Bus Monitor

**Qualifications/Requirements:**

**Reports To:** School Administrator

**Job Goal:** To assist in safely transporting students with special needs to and from School.

**Terms of Employment:** 10 month employee

**Evaluation System:** WCPS Classified Evaluation Process

**Essential Functions and Responsibilities:**

1. Assists the bus driver with the safety, movement, management, and care of assigned children boarding the school bus, leaving the bus, or being transported. This includes boarding via the stairs and/or wheelchair lift.
2. Operates special equipment, assistive devices, and/or special safety systems and attends annual staff development for the same (wheelchair lift; safety systems- STAR seats/Pro Tech seats/EZ On vests/ etc.- for children on the bus; etc.)
3. When working on a school bus equipped with a wheelchair lift, operates the lift for loading and unloading of wheelchairs and ensures that the wheelchair is properly secured on the bus.
4. Is responsible for properly securing and releasing students who ride in a child safety system.
5. Attends school bus safety meetings and medical staff development meetings.
6. Supervises and monitors student behavior, health, and safety during bus rides.
7. Use data systems for recording student behavior and/or progress if appropriate.
8. Administers basic first aid in case of emergency or in accordance with assigned student(s) emergency action plan and care plan.
9. Follows healthcare plan for students with special medical conditions and needs.

10. Is familiar with and follows child pick-up and release protocols.
11. Seats self in an area on the bus to ensure direct observation of assigned passengers at all times.
12. Ensures that students take their belongings with them when departing the bus.
13. Assures that children are released to designated adult supervision.
14. Assists the driver when the bus is backing up and checks traffic for the bus driver. Gives the driver the okay when backing can be done safely.
15. Assists the school bus driver in reporting infractions of school bus safety as appropriate.
16. Performs other duties and responsibilities as delegated by the school nurse and assigned supervisor.
17. Reports all incidents or safety concerns to the site manager or direct supervisor immediately.

**Knowledge, Skills, and Abilities:**

1. Walk, lift, reach, stoop, stand, grasp, balance, climb, kneel, and crouch to secure wheelchairs and safety systems.
2. Have adequate grip /arm strength to tighten each wheelchair tie down.
3. Be able to properly install child safety systems.
4. Identify basic proper wheelchair positioning.
5. Work in various inside and outside environments being subject to weather changes, noise, vibrations, job hazards, and atmospheric conditions.
6. Use visual acuity required for depth perception and color perception.
7. Visually inspect small defects and/or small parts.
8. Use a variety of measuring devices.
9. Assemble or fabricate parts at or within arm's length (5 point tie-down systems for example)
10. Operate machines, motor vehicles, hand tools, and job specific equipment and tools to determine the accuracy and thoroughness of work.
11. Observe general surroundings and activities.
12. Hear sufficiently to accurately perceive information at normal spoken word levels.
13. Use communication by means of spoken word to express or exchange ideas.
14. Safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment.
15. Safely operate a wheelchair lift.
16. Communicate with instructional assistants, teachers, principals, and parents concerning student background, medical problems and/or behavior as appropriate.
17. Maintain current knowledge of Emergency Evacuation procedures, bus safety, safety seating systems and securing student equipment.

18. Maintain regular attendance.
19. Must be able to lift objects up to 50 lbs.
20. Help the driver keep the bus clean.
21. Exercise independent judgment and initiative in applying standards to a variety of work situations.
22. Exercise tact and courtesy in contact with parents/guardians, students and school personnel.
23. Crisis De-escalation/Prevention
24. CPR
25. First Aid

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.