

Worth County Schools

Bus Monitor

Job Description

MINIMUM QUALIFICATIONS:

1. Educational Level: A high school diploma or training and experience that are considered equivalent
2. Physical Activities: Routine physical activities that are required to fulfill job responsibilities; lifting, bending, standing, ability to lift equipment and/or student weight 40 pounds
3. Knowledge, Skills, & Abilities: Written and oral communication

REPORTS TO: Transportation Director

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates prompt and regular attendance
2. Rides bus on each route to ensure physical and emotional safety of children
3. Learns the route in order to assist a substitute driver
4. Assists the driver in keeping appropriate records pertaining to problems arising on the bus
5. Attends required training meetings and all other meetings as requested
6. Assist with loading and unloading students, as well as seating and safety belting students
7. Understands the operation and correctly physically secures wheelchairs, mobility chairs, child restraint systems or any other type of adaptive equipment required by the students, including equipment such as walkers, quad canes, crutches, voice boxes, etc.
8. Keeps up with student belongings, coats, personal bags, written communication from home/school, etc. for those students who are not capable of caring for their personal effects
9. Assists the driver in emergency situations; understands how to operate emergency exits from the bus, as well as lift students if necessary; understands which situations would require evacuations and in which situations the students would be safer on the bus; understands and is prepared to take over an evacuation if the driver is unable to direct the situation.
10. Performs other duties as assigned by appropriate administrator

TERMS OF EMPLOYMENT: 180 day position. Salary based on bus rider pay schedule.

EVALUATION: Performance of this job will be evaluated annually by the transportation director.