

	<b>Job Code:</b>	
	<b>Position:</b>	Bus Monitor
	<b>Salary:</b>	Support Staff Salary Schedule
	<b>Reports To:</b>	Director of Transportation
	<b>Department:</b>	Transportation
	<b>Location:</b>	
	<b>FLSA:</b>	Non-Exempt
	<b>Board Approval Date:</b>	
	<b>Posting Date:</b>	
	<b>Closing Date:</b>	Until Filled

**Summary:**

Assist driver and students while they are being transported to and from school; and provide discipline and guidance to the students while they are on the bus.

**Minimum Requirements:**

**Knowledge** (position requirements at entry)

- ✓ Approved procedures/techniques involved in supervising students;
- ✓ Safety procedures and guidelines;
- ✓ Department and district policies;
- ✓ First Aid and Cardio Pulmonary Resuscitation (CPR).

**Skills** (position requirements at entry)

- ✓ Applying First Aid and Cardio Pulmonary Resuscitation techniques;
- ✓ Ability to assist in lifting students and operate the wheelchair lift;
- ✓ Monitoring and disciplining children;
- ✓ Providing and maintaining a safe atmosphere on bus;
- ✓ Performing emergency evacuations;
- ✓ Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry)

- ✓ High School Diploma or G.E.D.;
- ✓ Knowledge of and ability to assist students with various special needs and related equipment;
- ✓ Or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry)

- ✓ Appropriate commercial driver's license and state bus driver's certificate.
- ✓ Current First Aid and CPR Certifications.

**Essential Functions:**

- Transports children safely and timely to and from school
- Monitors children and maintains discipline when students are on bus.

- Assist in the loading and unloading of students on and off the bus.
- Assist the driver in securing wheelchairs, student restraints, and other safety equipment on the bus.
- Performs First Aid and CPR procedures, if necessary.
- Provide specified medical support for students on board the bus.
- Assist driver in conducting emergency evacuations.
- Performs other duties of a similar nature or level.

**Physical Requirements:**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- Incumbents may be subjected to vibrations, fumes, odors, extreme temperatures, intense noises, and travel.
- Exerting up to 100 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Sedentary work involves sitting most of the time.  
Jobs are sedentary if working and standing are required only occasionally and all other sedentary criteria are met.

Prepared by The Professional Group Public Consulting Inc. 06/10