

**POSITION TITLE:** Substitute School Bus Monitor

**QUALIFICATIONS:** Must have a high school diploma or its equivalency. Must have a general knowledge of the transportation of students. Some knowledge of the appropriate procedures for transporting handicapped students. Must have the ability to assist students with patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, associates and students. Must have the physical strength and agility to move students in wheelchairs weighing up to 200 lbs. or more and position them properly on the wheelchair lifts for safe loading and unloading operation from the bus.

**PERFORMANCE EXPECTATIONS:** Provides assistance to the school bus operator in the safe operation of the bus. Secures passengers in their seats. Assists students in boarding and disembarking the school bus. Ensures that all student passengers, including those in wheelchairs and/or braces are properly secured in their seats or wheelchair slot. Exercises every possible care for the safety and comfort of the students on board and permit no student(s) to ride on the outside of the bus or to extend their head, hands or arms outside of the school bus windows. Assists with controlling student behavior while boarding, disembarking the school bus and while in transit on the school bus. Tends to the special needs and conditions of each student. Assists the school bus operator in conducting bus evacuation drills. Assists substitute school bus operator with bus route directions, schedules and stop points. Assists school bus operator in maintaining a clean bus by sweeping the interior and by picking up trash left by students. Completes all reports and attends meetings, training sessions and workshops required by the transportation department supervisors and building administrators. Ensures that the school bus entrance door and emergency door are kept clear at all times and removes any loose objects off the floor. Complies with all rules and regulations of the school division including the provisions of the School Board Bylaws and Policies, RPS Administrative Procedures Manual and other administrative regulations and directives authorized by persons having authority over bus monitors. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs responsible human support assisting with the transportation of students to and from school. Work is performed under general supervision of the assigned school bus operator. Occasional movement of students in wheelchairs and other mechanical devices may be required. Work requires stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting of up to 50 pounds, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity is required for depth perception and observing general surroundings and activities.

**REPORTS TO:** Assigned School Bus Compound Supervisor

**PAY SCHEDULE:** Non-contracted

**LENGTH OF CONTRACT:** Temporary / Can be terminated at any time by Richmond Public Schools

**FLSA:** Non-exempt