

**Classified Personnel  
Job Description**

POSITION TITLE: School Bus Monitor

QUALIFICATIONS: Shall communicate effectively both orally and in writing.  
Shall exhibit good people skills.  
Shall be willing to work as a team member.  
Shall be reliable and dependable.  
Shall have a high school diploma or GED.

PHYSICAL REQUIREMENTS: Shall have the ability to sit, lift, stoop, push, pull, climb, drive, physically restrain students (when necessary), any and all body movements as related to the job description.

RESPONSIBLE TO: School Bus Driver  
Transportation Supervisor  
Director of Facilities and Transportation

GENERAL DUTIES: Shall assist in the transportation of students to and from school and on educational field trips.  
Shall react positively to directives.  
Shall carry out assignments in a timely manner without undue checking.  
Shall adhere to time schedules as set forth.  
Shall have a willingness to cooperate with the principal and staff.  
Shall conduct a walk through of their bus at the end of each run to ensure that all students have disembarked at their designated stops as per Board Policy 06.22.  
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall supervise the loading and unloading of students.  
Shall supervise students while they are on the bus.  
Shall keep the bus clean at all times.  
Shall perform any other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 180 days -- (K-12) 167 days (5.5 hours per day) Head Start

SALARY: Commensurate with the Ashland Independent Schools Classified Salary Schedule.

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Substitute school bus monitors will be on an as needed basis.  
Substitute school bus monitors' salary is according to the classified salary schedule.

Adopted: 7/26/21