

Transportation Monitor

Purpose Statement

The job of Transportation Monitor is done for the purpose/s of providing support within the student transportation services area with specific responsibilities for assisting special education students during transport to and from school and/or special activities; and ensuring the safety and sanitation of assigned vehicles.

This job reports to the Director of Transportation.

ESSENTIAL Functions

- Assists bus driver (e.g. sweeping , mopping, washing windows, disposing of trash, etc.) for the purpose of ensuring a clean, safe environment for student passengers.
- Assists special education students and other passengers (e.g. evacuation plan for each student, etc.) for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.
- Communicates regularly with teachers and paraprofessionals for the purpose of meeting students needs and/or imparting information about student conduct.
- Instructs students for the purpose of enforcing rules/regulations and maintaining student safety and well being.
- Interacts with teachers and parents (e.g. use of sign language, restraining methods, etc.) for the purpose of effectively communicating with students and dealing with behavioral issues that impact safe transportation.
- Monitors students with special needs until released to teacher, instructional assistant, parent, etc. for the purpose of ensuring the safe transportation of all passengers.
- Prepares reports (e.g. incident reports, passenger misconduct, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Provides consistent interaction with students for the purpose of educating students.
- Secures students and/or their equipment (e.g. restraints, wheel chair tie downs, seat belts, etc.) for the purpose of ensuring the safety and well-being of students.

Other Functions

- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job

conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; and operating equipment used in transporting special needs students.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; student management training; physical restraint knowledge; and special needs awareness.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education (Minimum): No specific education level is required.

Education (Preferred):

Equivalency: Student management experience.

Required Testing

Drug Screen
Essential Function Test
Monitors training course meeting district, state, & federal standards
Physical Exam

Certificates and Licenses

CPR Certified
First Aid Certified

Continuing Educ. / Training

Maintain Certificate/License

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2021

Salary Grade

See Classified Salary Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.

