CLARKSDALE MUNICIPAL SCHOOL DISTRICT

POSITION: Bus Monitor

REPORTS TO: Transportation Supervisor or designee

SUPERVISES: N/A

TERMS OF EMPLOYMENT: 180 days

QUALIFICATIONS:

1. High school diploma or other comparable training or experience

2. Other requirements as deemed necessary for specific district need(s)

JOB GOAL: Perform responsible support work assisting with the transportation of pupils with transportation needs to and from school, providing help to the school bus driver; securing passengers in their seats; assisting students boarding and leaving the school bus

DUTIES & RESPONSIBILITIES:

Such duties and responsibilities may be assigned, including, but are not limited to:

1. Assist students on and off buses
2. Ensure that all student passengers, including those in wheelchairs and braces, are properly secured in their assigned seats or wheelchair slot
3. Assist in controlling student behavior
4. Tend to the special needs and conditions of each student
5. Learn bus routes, schedules, and pickup points
6. Assist substitute drivers with directions
7. Keep abreast of route and bus stop changes and student daycare arrangements
8. Assist drivers in conducting bus evacuation drills
9. Assist drivers in maintaining a clean bus interior
10. Demonstrates prompt and regular attendance
11. Supports the Clarksdale Municipal School District Mission, Vision, and Strategic Plan
12. Perform other duties assigned by supervisor

Staff Signature: _____ Date: _____

Administrator/Supervisor Signature: _____ Date: _____