



BUS MONITOR
Position Description

Title: Bus Monitor
Location: Pamlico County Schools
Terms of Employment: Part Time, 10 Months
Effective Date:
FLSA Status: Non-Exempt

Purpose

The Bus Monitor assists the Bus Driver in maintaining order while the bus is in operation.

Qualifications

- High school diploma or GED

Duties and Responsibilities

- Assist the driver in maintaining the discipline on the school bus
- Monitor and assist students while bus is in operation
- Assist driver in assuring seat belts, harnesses, and wheel chair clamps are secured
- Assist parents and school personnel with safe loading and unloading of students; coordinate seating of pre-kindergarten students as required by State Transportation Guidelines
- Maintain current knowledge of Emergency Evacuation procedures
- Assist handicapped children on and off the bus and monitor children when in the street upon return home; lift children when required; assure responsible adult meets students leaving the bus
- Perform other duties as assigned

Skills and Abilities

- Ability to maintain proper records
- Ability to assist student loading, unloading, and seat arrangements as required
- Ability to lift students according to established guidelines
- Communicate effectively both orally and in writing
- Observe health and safety guidelines
- Must be able to lift heavy objects

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