



Excellence for all.

Job Title: Bus Monitor

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the Supervisor of Transportation, or an assigned administrator, ride a school bus and provide safe and secure transportation for students with physical, medical, educational, and behavioral needs; assist drivers in the loading, unloading, and securing handicapped students.

Distinguishing Characteristics:

This is an entry level position that monitors students during transportation between locations.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Model positive behavior and communication, promoting courtesy in all interactions.
- Ride a school bus to provide safe and secure transportation for students with physical, educational, and emotional handicaps; maintain low noise levels.
- Seat and dismiss students.
- Observe and anticipate student behavior to prevent potential conflicts.
- Work with individual students to enhance positive behavior.
- Operate equipment, including wheelchair lifts, tie downs, seat belts, harnesses, and other adaptive equipment as necessary.
- Assist drivers in the loading, unloading, and securing handicapped students; assure seat belts, harnesses and wheelchair clamps are secured as required.
- Provide basic medical care and first aid to students according to established District procedures and policies; contact local emergency services personnel as necessary.
- Communicate with students, teachers, and parents regarding special needs for students, bus schedules and other related concerns or questions.
- Write conduct reports as assigned; recommend appropriate disciplinary action in conduct cases.
- Maintain order and discipline on bus as required; monitor student activities and assure compliance with bus safety procedures.
- Assist in the routine maintenance of the bus fleet as assigned; wash and sweep bus as directed; wash windows.
- Transport students home as assigned.
- Perform related duties as assigned.

Other Duties:

- Perform other duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy
- Student corrective action prevention techniques.
- Safe practices concerning school bus transportation.
- Problems and concerns of students with special needs.
- Basic record-keeping techniques.
- Health and safety regulations.
- Basic first aid techniques.
- School rules and regulations.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Operate mechanical lift, wheelchairs, seat belts, restraining harnesses and wheelchair clamping devices.
- Ride a school bus for children with special needs and assist school bus driver in maintaining discipline while bus is in operation assuring safety of students.
- Maintain proper records and documentation.
- Assist student loading, unloading, and seating arrangements as required.
- Understand and relate to children with special needs.
- Lift students according to established guidelines.
- Maintain routine records.
- Observe health and safety regulations.

Education/Experience: Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school and sufficient training or experience to acquire the knowledge and abilities listed above. Successful completion of the Merit examination process is required.

Licenses and other requirements: A valid California driver's license is desired to travel between sites. First aid and CPR training may be required prior to completion of probationary period.

Working Conditions:Environment:

School bus environment. Considerable distraction from bus activities.

Physical Demands/Hazards: Sitting for extended periods of time. Seeing to monitor bus activities and read. Carrying, pushing, or pulling adaptive equipment and children. Hearing and speaking to exchange information to parents, teachers, and drivers. Bending at the waist, kneeling, or crouching.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 111

Personnel Commission Classification/Compensation Study Approved: July 12, 2023