



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Bus Monitor

Exemption Status: Non-exempt

Reports to: Director of Transportation

Pay Grade: 01

Works with: Students/Personnel

Days: 187

Dept. /School: Transportation Department

Date Revised: 9/24/2020

Primary Purpose:

Under direct supervision, assists bus driver in transporting students with disabilities to and from school in accordance with district policies and procedures identified by the district's Special Education Department and Transportation Department.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

- Ability to understand and follow written or verbal instructions
- Ability to communicate effectively with others
- Ability to operate safety equipment and adaptive equipment
- Ability to manage student behavior
- Ability to work well with children with disabilities

Major Responsibilities and Duties:

1. Assist students on and off the bus according to their individual needs including lifting and carrying students with disabilities.
2. Supervise students as they board and exit the bus and cross the street following established safety procedures.
3. Escort students into the building and deliver to their assigned destination.
4. Instruct students on safe entering, exiting, and riding rules and regulations.
5. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
6. Manage student behavior and report student discipline problems in a timely manner to appropriate administrator.
7. Communicate with teachers and parents regarding student behavior while on bus.
8. Complete and maintain accurate, updated, and timely records and reports including route sheet and daily notification for parents.

9. Operate equipment according to established safety procedures. Make sure that seat belts, harnesses, or car seats are used correctly and help students use safety devices when needed.
10. Follow emergency procedures including evacuation of students as needed and assist driver to administer first aid, if necessary.
11. Follow established procedures and techniques to perform job duties including lifting and assisting students.
12. Become familiar with and follow procedures established by transportation and special education offices.
13. Assist driver keeping bus clean and performance of pre- and post-trip inspections.
14. Assists in loading and unloading students from the bus.
15. Assists in operation of adaptive equipment in a safe and efficient manner.
16. Assists in maintain student discipline to ensure student safety during transportation in accordance with District policy, Transportation Department guidelines and the student's individualized Education Program.
17. Assists assigned substitute bus operator with student information and needs of each student on assigned bus route. Establishes and maintains a good rapport with students, parents, co-workers, and school personnel.
18. Performs other job-related duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Specialized and adaptive equipment used by students

Posture: Frequent standing and sitting; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and reaching

Lifting: Frequent heavy lifting (45 pounds or over) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting no ambulatory students, and lifting and moving adaptive equipment

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise and vehicle fumes; exposure to biological hazards (bacteria, communicable diseases); work around vehicles and machinery with moving parts; may work irregular or prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____

Date _____

Administrator Signature: _____

Date _____

