

Bus Monitor

Purpose Statement

The Bus Monitor supports student transportation services, focusing on assisting Early Childhood, Head Start, and special education students during transport to and from school or special activities. This role ensures the safety and sanitation of assigned vehicles.

Supervisory Relationship

Reports to: Transportation Coordinator

Essential Functions

- **Emergency Medication Administration:** Administer medications in emergencies (e.g., seizures, allergic reactions) to provide necessary health procedures.
- **Assist Passengers:** Help special education students and other passengers with safe loading and unloading during normal and emergency situations.
- **Training and Meetings:** Attend unit meetings, in-service training, and workshops to gather information required for job performance.
- **Instruct Students:** Enforce rules and regulations to maintain student safety and well-being.
- **Monitor Students:** Supervise students with special needs until they are released to a teacher, instructional assistant, or parent, ensuring their safe transportation.
- **Prepare Reports:** Document activities and incidents (e.g., misconduct, accidents) to provide written reference and comply with guidelines.
- **Report Incidents:** Communicate observations and incidents (e.g., discipline issues, accidents) to appropriate personnel for action.
- **Secure Equipment:** Ensure the safety of students by securing them and their equipment (e.g., restraints, wheelchairs, seat belts).
- **Adhere to School Policies:** Follow school policies and procedures to ensure compliance.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Adhere to safety practices.
- Maintain accurate records.
- Operate equipment used in transporting special needs students.

Knowledge

- Basic math and written procedures.
- Safety practices and procedures.

Abilities

- Schedule activities and use job-related equipment.
- Work flexibly with diverse individuals and groups.
- Communicate effectively and maintain confidentiality.
- Problem-solve and work as part of a team.

Responsibility

Work under limited supervision following standardized practices. Provide information and advice to others. Impact the organization's services significantly.

Work Environment

Significant lifting, carrying, pushing, and pulling. Frequent stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 40% sitting, 30% walking, and 30% standing. Hazard-free environment.

Experience

Job-related experience is desired

Education

High school diploma or equivalent

Required Testing/Certificates and Licenses

TB Clearance

Driver's License and Evidence of Insurability

CPR/First Aid Certificate

Continuing Education/Training

Maintain certifications and licenses as required

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SI

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