

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: School Bus Monitor

Qualifications:

1. Must be at least 21 years of age
2. Must possess good human relations and communication skills for work with both children and adults

Reports To: Director of Transportation or Assistant Director of Transportation

Supervises: N/A

Objective: To help provide and maintain a calm, pleasant, orderly, and safe atmosphere on the District's buses while students are being transported to and from school

Performance Responsibilities:

- A. Establishes an orderly procedure, in cooperation with the Director of Transportation or designee and building principals, for the safe and efficient loading and unloading of school buses
- B. Assumes the responsibility for supervising the children on the bus
- C. Prepares and promptly submits school bus incident report forms to the Director of Transportation
- D. Ensures student compliance with seat belt and/or restraint rules (when applicable)
- E. Is knowledgeable about the medical needs of students on assigned bus
- F. Assists with ensuring the daily cleanliness of the regularly assigned bus on the inside, which includes sweeping the inside and emptying trash can
- G. Performs other related duties, as assigned

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated by the Director of Transportation or his/her designee (with input from Building Principals) in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

Status: Created November 18, 1996
Last Revised (with CESP input and consent) July 30, 2014