

JOB TITLE BUS MONITOR
REPORTS TO SUPERVISOR OF TRANSPORTATION
DEPT/SCHOOL TRANSPORTATION

EXEMPTION STATUS NONEXEMPT

PRIMARY PURPOSE

Ride bus and help driver ensure safe and orderly transportation of students with disabilities.

QUALIFICATIONS

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

EXPERIENCE

None

MAJOR RESPONSIBILITIES AND DUTIES

STUDENT MANAGEMENT

- Assist students on and off the bus according to their needs, including lifting and carrying students with disabilities.
- Supervise students as they board and exit the bus and cross the street following established safety procedures.
- Escort students into the building and deliver them to their assigned destination.
- Instruct students on safe entering, exiting, and riding rules and regulations.
- Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
- Manage student behavior and report student discipline problems promptly to the appropriate administrator.
- Communicate with teachers and parents regarding student behavior while on the bus.

ROUTES AND SCHEDULES

- Complete and maintain accurate, updated, and timely records and reports, including route sheets and daily non-notification forms.

SAFETY

- Operate equipment according to established safety procedures. Ensure seat belts, harnesses, or car seats are used correctly and help students use safety devices when needed.
- Follow emergency procedures, including evacuation of students as needed, and assist the driver in administering first aid, if necessary.
- Follow established procedures and techniques to perform job duties, including lifting and assisting students.
- Follow district safety protocols and emergency procedures.

OTHER

- Become familiar with and follow procedures established by transportation and special education offices.
- Assist the driver in keeping the bus clean and performing pre- and post-trip inspections.

SUPERVISORY RESPONSIBILITIES

- None

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 nonambulatory students, and lifting and moving adaptive equipment

ENVIRONMENT

Work inside and outside (exposure to the 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.
IT IS NOT AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES AND DUTIES THAT MAY BE ASSIGNED OR SKILLS
THAT MAY BE REQUIRED.**

Reviewed by

Date

Received by

Date