

EAST MOLINE SCHOOL DISTRICT #37

East Moline, Illinois

JOB DESCRIPTION

TITLE: School Bus Monitor

QUALIFICATIONS: Each school bus monitor shall:

1. Provide a certificate of physical fitness in accordance with Board Policy
2. Be at least eighteen (18) years of age
3. Possess the aptitude and ability to work in a team-oriented environment devoted to serving District #37 students and their families
4. Possess the ability to communicate amicably and effectively with students, co-workers, supervisors, teachers, administrators, parents, and staff.

REPORTS TO: Director of Transportation

PRIMARY FUNCTION: To assist the driver in providing each student with safe and efficient transportation, to receive the fullest advantage of all curricular and extracurricular activities offered by the district's schools

PERFORMANCE RESPONSIBILITIES:

1. Learn and follow all applicable department and district policies and procedures, along with updates as provided
2. Responsible for assisting the driver by enforcing the district's rules and regulations, in accordance with Board policy.
3. Responsible for assisting the driver by reporting inappropriate behavior in accordance with department and district policies
4. Follow applicable instructions from administration when dealing with student needs
5. Assist students on and off school vehicles as appropriate, making sure they are safely seated and using additional security devices, when applicable.
6. Remain on the passenger side of the bus, and at least two seats back from the driver, as an additional safety measure in the event of an accident or emergency.
7. Responsible for assisting the driver in emergency situations as directed

8. Maintain regular attendance and punctuality for work assignments, reporting absences in accordance with department policy
9. Perform other duties as directed by the Director of Transportation

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with applicable Board Policy and Collective Bargaining Agreement.

DEPARTMENT: Transportation

FLSA Status: Non-Exempt

WORKING ENVIRONMENT:

Generally requires 60% sitting, 40% walking and/or standing, and a moderate amount of crouching, kneeling, bending, climbing, pushing or pulling. Must be able to lift up to 40 pounds. This job is generally performed in and outside of a vehicle, outdoors, under a wide variety of temperature variations.

Rev. 10/2014