

Franklin Township Community School Corporation



Job Description

JOB TITLE: Sub Bus Monitor

NWS POSITION #: 6.292.000.00

REPORTS TO: Transportation Director

SUPERVISES: Non-Applicable

EMPLOYMENT AND FLSA STATUS: Classified/Non-Exempt/Hourly

JOB GOAL

To enable each student, through safe and efficient transportation, full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

PERFORMANCE RESPONSIBILITIES:

- Consults with parents, building staff and transportation office in regard to student discipline or safety.
- Follows students discipline process.
- All applicants must be able to maintain order and discipline among the children while in the school bus or along the route, being firm, polite, impartial and fair. Looking after the students so they are not imposed upon, mistreated, and shall use every care for the safety of children under your charge.
- Must be able to understand, and the ability to handle emergency situations.
- Applicants will have the ability to maintain a clean healthy environment by keeping the buses clean inside and out.
- Advise when equipment needs repair.
- Learn the route to assist a substitute driver and ensure students are discharged only at assigned stops.
- Follow regulations against tobacco use on school property.
- Reports all accidents and completes all required reporting or paperwork as directed.
- All other duties as assigned.

QUALIFICATIONS:

- High School diploma or equivalent
- Must be 21 years of age
- Must have a clean driving record with no DUI's in the last 10 years, and no federal convictions on the criminal background check.
- Pass the State Physical requirements and State Performance Standards.
- Communicate effectively in both oral and written forms

- Exhibit patience, consideration, understanding, even temperament, and calmness under stressful situations.
- Establish and maintain effective work relationships with those contacted in the performance of required jobs

PHYSICAL REQUIREMENTS:

- | | |
|----------------------------|---------------------------------|
| 1. Seldom = Less than 25 % | 2. Occasional = 26 to 50 % |
| 3. Often = 51 to 75 % | 4. Very Frequent = 76 % & above |

- Ability to stand for extended periods of time. (1)
- Ability to lift 25 lbs. (1)
- Ability to carry 25 lbs.(2)
- Ability to work at a desk, conference table or in meetings of various configurations. (4)
- Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter. (4)
- Ability to hear and understand speech at normal levels. (4)
- Ability to communicate so others will be able to clearly understand a normal conversation. (4)
- Ability to operate office equipment. (4)
- Ability to reach in all directions. (4)

REASONABLE ACCOMMODATION:

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

TERMS OF EMPLOYMENT:

180 Days per year

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date_____

Reviewed and agreed to by: _____ Date_____