

Bus Monitor

Purpose Statement

The job of Bus Monitor is done for the purpose/s of assisting the school bus operator and special needs students while they are being transported to/from school, field trips, programs or emergencies; providing discipline and guidance to the students.

This job reports to Transportation Manager

Essential Functions

- Assist School Bus Operator with updating passenger seating charts, Direct Service Claiming form (DSC), knowing the special needs ability of each passenger and knowing driver directions for the purpose of providing appropriate care to ill or medically fragile students; timely transportation; documenting passenger information (Transportation positions only).
- Assists students (e.g. safe loading and unloading from buses including both emergency situation and normal transit; using the handrails to board and disembark the bus; etc.) for the purpose of providing for their needs during transportation services.
- Fills out paperwork including student conduct report, incident form, accidents forms etc. for the purpose of providing written support and conveying information.
- Instructs students for the purpose of enforcing rules and regulations and providing positive discipline and guidance for students.
- Monitors student behavior for the purpose of safety on the bus, preventing distraction to the driver or injury to themselves or other students or passengers.
- Performs non violent crisis intervention techniques and restraints for the purpose of de-escalating crisis situations to provide the best care, welfare, safety and security for all.
- Reports observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Secures students and/or equipment (e.g. suctioning a trach, wheelchairs, seat belts, car seat, harness or wrist/ankle restraints, etc.) for the purpose of ensuring the safety and welfare of students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; approved procedures/techniques involved in supervising students.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of

individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; being attentive to detail; displaying tact and courtesy; working with frequent interruptions; documenting and memorizing seating charts and driver directions; reading and speaking English.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; monitoring budget expenditures. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is desired.

Education: .

Equivalency: .

Required Testing:

Certificates and Licenses

First Aid/CPR Crisis Prevention Intervention Training (levels 1 and 2), Arizona State guidelines for Physical Performance.

Continuing Educ. / Training:

Maintain First Aid/CPR Certification, Crisis Prevention Intervention Training (levels 1 and 2)

Clearances

IVP Fingerprint Clearance Card, Measles/Rubella Immunity/Vaccination, Valid form I-9

FLSA Status	Approval Date	Salary Grade
Non-Exempt		4