



Revised 7/11/2022, 8/25/2022, 2/21/2023, 8/30/2023

JOB DESCRIPTION

POSITION TITLE: Bus Monitor	REPORTS TO: Transportation Director
WORK DAYS: 180 days per year	PAY FREQUENCY: Monthly
SALARY SCHEDULE: State Salary Schedule	JOB CODE: 464
FLSA: Non-Exempt	LOCATION: Transportation
PRIMARY FUNCTION: Assists bus driver and monitors students during the bus route.	

REQUIRED QUALIFICATIONS:

Minimum Education:

Preferred High School Diploma or GED; Ability to complete the monitor driver training program as prescribed by Federal, State, and Local policies.

Minimum Experience:

None

Preferred Knowledge, Skills, & Abilities:

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| <ul style="list-style-type: none">• Effective written and oral communication• Organizational, interpersonal, and leadership skills• Able to observe all safety regulations for school buses | <ul style="list-style-type: none">• Problem-solving skills• Able to pass a DOT drug screening and physical examination |
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THE BOARD OF EDUCATION AND THE SUPERINTENDENT MAY ACCEPT ALTERNATIVES TO SOME OF THE ABOVE REQUIREMENTS.

ESSENTIAL DUTIES AND TASKS:

- Demonstrates prompt and regular attendance
- Exhibits professionalism
- Follows all county, state, and federal policies and procedures
- Assists the bus driver, parents, and school personnel with the safety, movement, management, and care of the children boarding the school bus, leaving the bus, or being transported
- Consults with and assists bus driver in the documentation of student information, recordkeeping, and completing route surveys
- Lifts students as required; ensure appropriate and responsible adult meets students exiting the bus
- Seats self in an area on the bus to ensure observation of all passengers at all times and make sure they are following school bus safety rules
- Assists the school bus driver in reporting infractions of school bus safety
- Maintain order of passengers; resolve disputes
- Operates the two-way communication equipment correctly and according to transportation policy
- Operates adaptive transportation lift to board and discharge challenged passengers using safe and responsible procedures



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ESSENTIAL DUTIES AND TASKS CONTINUED:

- Maintains a cooperative attitude with fellow employees, supervisors, and passengers, always promoting goodwill
- Perform other duties as required

POSITION TYPE AND EXPECTED HOURS OF WORK:

Daily hours will be approximately four hours, generally Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit for extended periods; stand; walk; handle or feel; and reach with hands and arms. Routine physical activities required to fulfill job responsibilities; able to lift a minimum of 40 pounds.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EVALUATION:

Performance on this position will be evaluated in accordance with the Performance Appraisal for Classified Employees (PACE).

Print Name:	Sign Name:	Date: