

Marlboro County School District School Bus Monitor Job Description

POSITION SUMMARY

The School Bus Monitor is responsible for assisting bus drivers in providing on-going and emergency support to students (both ambulatory and non-ambulatory) while riding, loading and unloading the school bus to ensure the safety of all passengers.

EQUIPMENT: Personal Protective Equipment (PPE) required, when determine and/or appropriate.

MINIMUM REQUIREMENTS

EDUCATION:

- High School Diploma or GED required.

CERTIFICATION/LICENSE:

- Certified in first aid and CPR (adult and child) preferred.

WORK EXPERIENCE:

- 1 year of work experience as bus monitor preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Must be able to follow written and oral instructions quickly and accurately.
- Must be able to handle sensitive and confidential information.
- Excellent written and verbal communication skills with students and adults.
- Knowledge and understanding of the proper use of child restraint systems used for transporting students with special need.
- Ability to safely operate a wheelchair hydraulic lift.
- Ability to assist students with patience and understanding.
- Ability to establish and maintain effective working relationships with school officials, parents, associates and students.
- Ability to stay calm and in control during emergency situations.

ESSENTIAL DUTIES

- Monitors students while on bus; maintains safety and order on the bus, ensures students wear seatbelts; provides first aid to ill or injured students.
- Assists with the loading and unloading of students on/off the bus; provides special assistance to students in wheelchairs, including operating the lift and strapping and securing wheelchairs on vehicle.

- Maintains cleanliness of bus by sweeping and removing all trash items from the bus interior.
- Performs post trip wipe-down of the interior of vehicle due to health or other emergency situations and concerns.
- Assists bus driver with routes, directions and while the vehicle is driving in reverse.
- Provides assistance during emergencies, evacuation planning and drills; provides knowledge and operates emergency window exits.
- Maintains confidentiality.
- Assists District with food or device distribution to students or others, while wearing proper PPE, when instructed or deemed appropriate.
- Utilizes the electronic mobile data terminal (MDT) on the school bus to log-in and log-out, select routes and runs and complete reports.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Complete South Carolina State Department of Education Classroom Instruction conducted by an SCDE-certified classroom instructor and pass the end-of-course test with a score of 80 or better.

Pass a South Carolina Law Enforcement Division (SLED) criminal background check.

Must Pass the South Carolina State Department of Education Physical Performance Test.

Pass a Pre-employment drug screen as required by Federal DOT Regulations.