

BUS MONITOR, Full Time

Primary Function (Job Goal)

- To assist in the care, safety and support of students to and from school on an assigned transportation route while traveling in a school bus in an assigned vehicle.
- Responsible for the safe and appropriate operation of adaptive equipment assigned to the school bus/vehicle and/or assigned to the students riding the school bus.
- Assist the school bus driver in providing age-appropriate activities to reduce inappropriate behaviors and meet the goals established by the student's Individualized Education Plan (IEP) and/or Behavioral Intervention Plan (BIP).

Reports To (accountability)

Director for Transportation Services or designee

Supervisory Responsibilities

None

Qualifications

- First-Aid Certification
- CPR Certification
- Pre-employment medical examination, including drug/alcohol test and tuberculosis clearance
- Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation

Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant finger dexterity in order to operate a two-way radio when needed.. Ability to climb stairs and safely assist students in evacuating the bus through the emergency exit door. Generally the job requires 60% sitting, 20% walking, and 20% standing.

Must be able to demonstrate and perform the emergency, evacuation procedures as described and defined by the *Illinois School Bus Driver Training Curriculum* and endorsed by the Illinois Secretary of State, Illinois Department of Transportation and the Illinois State Board of Education. These procedures involve, but are not limited to, sitting on floor of the school bus at the rear door and scooting out the rear door to the ground, and assisting students safely off the bus.

The job is performed in a motorized vehicle in all types of weather and traffic conditions.

Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Note: The bus driver remains responsible for the transportation and students in the bus. The Bus Monitor is assisting with a particular assignment with identified students.

- Monitors students throughout the bus route to ensure student safety, that seat belts are used when needed, that wheelchairs are securely tied-down, etc., and the bus rules are followed.
- Is knowledgeable about each assigned student's needs, including medical concerns. May be required to assume responsibility for performing the personal care required by a student's IEP during the boarding, transporting and departing of students.
- Operates all adaptive equipment assigned to the bus and to the assigned students, including the adaptive transportation lift.
- Familiar with the operation of all assigned communications equipment, including the two-way radio (in accordance with district policy), bus evacuation and accident procedures, and able to operate them accurately and safely.
- May be required to exercise student management through correct use of communication and disciplinary procedures to assure minimal distractions to the bus driver and report discipline problems using appropriate school district procedures.

- Familiarize him/herself with the safety rules of the job and participate in all safety training provided by the school district and implement the safety rules on the assigned bus/vehicle.
- Works in a friendly manner with co-workers, students, parents, other school employees and community.
- Assists in the boarding, transporting and departing of students.
- Provides necessary assistance to assigned students
- Provides support and instruction to help students understand and comply with the school bus safety rules by monitoring students throughout the bus route.
- Assists with basic first aid when required.
- Maintains associated paperwork, reports and documentation as requested.
- Maintains good work habits through timeliness and reliable attendance for daily assignment.
- Maintains confidentiality at all times.
- Performs other tasks and assumes such other responsibilities as may be assigned from time to time.

Job Requirements: Skills, Knowledge, Abilities and Responsibilities

The qualifications listed are representative of the knowledge, skill, ability, physical demands and working conditions required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates support for the mission, beliefs and goals of Troy Community Consolidated School District 30C and the Department of Transportation Services.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interest in the well-being of all students. Previous work or volunteer experience with children is preferred. Awareness, interest and ability to work with a group of students with varied needs, including disabilities.
- Maintain confidentiality in matters relating to staff, students and administrators.
- Learn and observe safety practices.
- Administer first aid.
- Communication using a two-way radio.
- Operate all adaptive equipment assigned to the bus and to the assigned students, including the adaptive transportation lift and child safety seats, restraints, special equipment, etc.
- Attentive to detail.
- Exercise good judgment.
- Work without close supervision.
- Communicate with diverse groups.
- Follow written and verbal instructions in English.
- Establish and maintain effective working relationships, including the ability to work effectively with staff, parents and students.
- Meet deadlines and schedules.
- Set priorities.
- Multi-tasking.
- Work under limited supervision following standardized practices and/or methods.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

Term of Employment

177 days

11 paid holidays

Completion of mandated training through Global Compliance Network within first 45 days of employment..

FLSA Non Exempt Status

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Educational Support Personnel.

Employee Signature

Date