



JOB DESCRIPTION
Bus Monitor – Transportation

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The Bus Monitor, under the general direction of the Transportation Coordinator and the immediate direction of the bus driver, rides the school bus and helps the driver ensure the safe and orderly transportation of students with disabilities.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED preferred

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to follow verbal instructions and communicate effectively
- Ability to operate safety equipment and adaptive equipment
- Ability to work well with children with disabilities
- Punctual and dependable
- Must be able to understand instructions and communicate in basic English
- Ability to read and interpret documents such as safety rules, operating maintenance instructions, and procedure manuals

DUTIES AND RESPONSIBILITIES:

1. Assists students on/off the bus as needed.
2. Escorts children across street to/from curb.
3. Assists special needs students individually as needed.
4. Secures students in seats, wheelchairs, or other devices used for the safety of the students.
5. Works cooperatively with driver in maintaining safe conditions on the bus.
6. Maintains good rapport with students, parents and guardians.
7. Maintains discipline in-route. Notifies appropriate campus personnel of problem students or unusual happenings.
8. Knows bus routes well enough to guide a substitute driver.
9. Helps driver keep bus clean.
10. May be required to work with wheelchairs.
11. Works irregular hours as needed.
12. May be required to lift younger students into or out of carseats.
13. Supervises use of seat belts, harnesses, or car seat seats by students.
14. Follows emergency procedures and helps driver administer first aid, if necessary.
15. Operates equipment according to established safety procedures.
16. Follows established procedures and techniques to perform job duties including lifting, assisting students, etc.
17. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate verbally, reason, understand verbal instructions, memorize and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy weight (over 45 pounds), climb stairs and ramps, push, pull and travel daily. Ability to work outside, slippery surfaces and around moving objects or vehicles.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Wheelchair lifts, ramps, locks, and special needs adaptive equipment.

Manual Trades Pay Grade: 2

Salary Range: \$7.93 min./ \$9.91 mid./ \$11.90 max.

Days: 187

Wage/Hour Status: Nonexempt

Updated: December 15, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.