

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Bus Monitor

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent.
2. Physical ability to assist physical disabled students and handle their wheelchairs and other medical equipment.
3. Commitment to pursue training in first aid, school bus safety and special needs school bus procedures provided by the District

ADDITIONAL QUALIFICATIONS

1. Completion of a district provided training course for school bus attendants.
2. Physical ability to perform tasks that involve the ability to exert moderate, though not constant physical effort. Typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling. Also may involve some lifting, carrying, pushing and pulling objects and materials of varying weight.
3. Physical ability to carry small children (75 pounds or less) from the rear emergency exit to the ground from outside the bus.
4. Physical ability to drag passengers (125 pounds or less) to any emergency exit from any location in the bus.
5. Physical ability to move through the bus aisle from the front to the back of the bus very quickly.
6. Physical ability to maintain footing and balance when walking over uneven or slippery surfaces.
7. Physical ability to reach behind or under a wheelchair while kneeling on the bus floor and bending forward to secure the wheelchair into the bus.
8. Physical ability to fasten, unfasten and adjust lap belts, car seat straps, harness straps and wheelchair securement straps.

REPORTS TO Transportation Director

JOB GOAL The Bus Monitor assists in the safe and pleasant transportation of all children assigned to the bus.

PERFORMANCE RESPONSIBILITIES

1. Assists students in following the direction of the school bus operator.
2. Assist in the loading and unloading of the students at the bus stop and the school grounds.
3. Check all restraints and wheelchair securement on the bus and assist in securing students safely in place as needed.

4. Enforce safety rules and provide direction to the students.
5. Attend assigned in-service trainings.
6. Operate a two-way radio to call Transportation office in case of an emergency.
7. Checks safety equipment daily, prior to starting route, and ensure proper working condition of same.
8. Helps to keep bus clean and remove trash and debris daily.
9. Positions self on the bus in a location, which allows observation and assistance to students at all times.
10. Assists the bus operator with emergency evacuation of students from the bus and renders first aid if needed.
11. Be thoroughly familiar with all aspects of assigned route and assist substitute bus operators to follow route.
12. Follows job related instructions of the bus operator while on route.
13. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
14. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on February 9, 2015

Revised