

## **JOB DESCRIPTION**

**Title:** Bus Monitor

**Primary Function:  
(Job Goal)**

To assist in the care, safety and support of students to and from school on the assigned route. Responsible for the safe and appropriate operation of adaptive equipment assigned to the school bus and/or assigned to the students riding the school bus.

**Reports To:  
(Accountability)**

Director of Transportation and/or Director of Special Education.

**Qualifications:**

- 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 disabilities.
- Ability to work effectively with staff, parents and students.
- Ability to follow written and verbal instructions in English.
- Ability to communicate verbally.
- Good self control and mental alertness.
- Ability to meet the physical demands of hearing, talking, sitting, stooping, bending, reaching, grabbing, pulling and squeezing, repetitive hand/arm movements, grasping and occasional lifting up to 50 lbs. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Be free of impairment of the use of foot, leg, hand, finger or an arm, or other structural defects or limitations likely to interfere with the ability to safely assist with passengers. Ability to climb stairs and step down 3.5 feet to exit emergency door.
- Must have writing and arithmetic skills to complete forms and reports. Ability to read and use a map.
- First aid and CPR training preferred at hire, but must be acquired within three (3) months of hire.
- Operating knowledge of two-way radio, wheelchair lift and fire extinguisher preferred at time of hire, but must be acquired within three (3) months of hire.

- A Statement of Approval to work as a teacher assistant issued by the Illinois State Certification Board, or current license issued by the State of Illinois to work as a Certified Nurses Assistant, a Licensed Practical Nurse, or a Registered Nurse.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**Performance  
Responsibilities:  
(Essential Duties)**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Understands and follows oral and written directions.
- Works in a friendly manner with co-workers, students, parents, other school employees and community.
- Works with minimum supervision.
- Familiarizes him/herself with the safety rules of the job and participates in all safety training provided by the school district.
- Insures the safety of all students on the assigned bus.
- Follows all established procedures in the boarding, transporting and departing of students.
- Provides necessary assistance to students as they board and depart the school bus.
- Provides support and instruction to help students understand and comply with the school bus safety rules.
- 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.
- Exercises student management through correct use of communication and disciplinary procedures to assure minimal distractions to the bus driver. Reports discipline problems using appropriate school district procedures.
- Communicates with school personnel about student behavior and conditions on the bus.
- Performs basic first aid when required.
- Is knowledgeable about each student's medical concerns and has a written plan of action for those who need the same. Is able to implement the plan of action, when needed. Assumes responsibility for performing the personal care required by a student's IEP during the boarding, transporting and departing of students.

