

## **POSITION DESCRIPTION – BUS MONITOR**

**TITLE:** Bus Monitor

**QUALIFICATIONS:** A. Must have a valid driver's license  
B. Must be able to physically lift and/or assist any student as required by the student's individual needs and at a minimum be able to lift 50 pounds.

**REPORTS TO:** Coordinator of Transportation

**LOCATION:** Colonial Academy, CIU #20 Transportation Department

**JOB GOAL:** To assist driver and students in a safe, efficient manner and fulfill the following duties and responsibilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist the driver in maintaining safety by insisting upon good school bus conduct and instructing students in safe practices.
2. Establish a positive relationship with parents, CIU 20 personnel and school personnel.
3. Understand and honor conditions of employment by assisting the driver with safety and efficiency.
4. Compile reports as required.
5. Recognize and following the line(s) of communication and authority.
6. Assist the driver in every way possible in the educational growth and development of each child as it relates to its transportation.
7. Assist in every way necessary to meet the adaptive physical needs of the handicapped students in such areas as:
  - Assisting students on and off vehicles when necessary.
  - Proper utilization of students' medical equipment.
8. Assist the driver in making phone calls to inform parents and teachers of delays in the bus schedule due to breakdowns or inclement weather conditions.
9. Establish positive public relations to the citizens of the community by being courteous and by cooperating with individuals who come in contact with you.
10. Must be able to physically assist students in and out of car seats when necessary.
11. Maintain the confidentiality of student information and only discuss appropriate student information with appropriate individuals in accordance to HIPPA law.
12. Assist in properly maintaining a clean and orderly vehicle.
13. Assist in checking the entire inside of the bus at the completion of every student run.
14. Assist in maintaining a notebook within the vehicle to document daily changes of assignments.

15. Adhere to all driver/monitor responsibilities, guidelines and policies as outlined within the Transportation Handbook.
16. Performs other duties assigned by the Coordinator of Transportation.

**OTHER MAJOR DUTIES AND RESPONSIBILITIES:**

1. Attend any in-service program relating to transportation.

**PHYSICAL QUALIFICATIONS**

1. Continually required to walk or stand.
2. Frequently bend or twist at the neck and trunk.
3. Repeat the same hand, arm or finger motion many times.
4. Use hand strength to grasp tools.
5. Occasionally lift and/or move up to 50 pounds.
6. Specific vision abilities required by this job which include close vision, depth perception and peripheral vision.

**TERM OF EMPLOYMENT:**

1. Salary and work year to be established by the Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.