



Littleton Elementary School District Position Description

TITLE: Bus Monitor

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To monitor students on school transit bus, provide assistance as needed, and promote safety and good conduct.

PRINCIPAL DUTIES: (essential functions)

- Assists students to safely board and disembark the vehicle; exits the bus and assists riders with special needs as required; stows and secures all mobility aids and personal gear in accordance with District standards.
- Verifies that each student is transported to the right locations.
- Monitors students and maintains good student conduct in the passenger compartment; controls student behavior and restrains unruly riders as necessary.
- Provides riders with verbal and written information, special announcements, and schedules.
- Communicates with driver, parents, students and staff to convey pertinent information while maintaining confidentiality of personal information.
- Enforces District policies and rules of conduct, and reports behavior issues and other concerns to supervisor or Principal.
- Assists with daily vehicle inspections, and cleaning the bus interior.
- Documents special issues and problems, and assures all required written reports are completed and submitted on a daily basis.
- Transports equipment and supplies for special needs students and assures delivery to teachers.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.

Knowledge of District student conduct rules.

Knowledge of safety rules and regulations.

Skill in securing special needs students and special equipment.

Skill in reacting quickly to situations that could create safety and security problems.

Skill in maintaining composure, and working effectively under stressful conditions.

Skill in using courtesy and respect in providing customer service to transit bus riders.

Skill in performing first aid and CPR.

Skill in monitoring and correcting student behavior.

Skill in closely following verbal and written instructions and procedures.

Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is performed in a transit vehicle in a traffic environment, with moderate physical requirements. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 50 pounds and drag 125 pounds. May be required to restrain unruly riders.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; experience working with persons with disabilities is desirable; OR an equivalent combination of education and experience that provides the required knowledge and skill. Must pass a thorough background investigation.

REQUIRED LICENSE/CERTIFICATION: First Aid and CPR certifications are required.

TERMS OF EMPLOYMENT: Ten or Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____