



## Gila Crossing Community School

**Job Title:** Bus Monitor

**FLSA Status:** Exempt

**Supervised By:** Transportation Manager

**Classification:** Part-Time, 10-month Contract

**Directly Supervises:** None

### **QUALIFICATIONS:**

1. Education – High School Diploma or the equivalent
2. Demonstrate working knowledge of monitoring children
3. First Aid/CPR Certified
4. Arizona Fingerprint Clearance Card
5. Ability to successfully pass a pre-employment drug test and extensive background check.

**JOB GOALS:** A bus monitor is a person who, generally under the supervision of a bus driver rides in a van or bus over designated routes transporting school pupils, or clients to and from school or locations.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Understand and follow written and oral instructions
2. Maintain order on the bus while children are being transported
3. Assist children on and off the bus at proper stops in a safe, orderly manner
4. Establish good working relationships with the children, parents, bus driver and other staff
5. Communicate effectively, both orally and in writing
6. Follow basic principles of child development as outlined in training provided by the principal

### **POSITION RESPONSIBILITIES:**

1. Hours of work and schedule are determined on an annual basis, based upon school needs and availability of funds
2. Work involves assisting the bus driver in maintaining order on the bus, and assuring the safety of the children while entering, riding, and departing from the bus, including crossing of streets
3. Supervision and evaluation of the incumbent is done on the primary level by the bus driver and on the secondary level by the principal
4. Training and technical assistance is provided by the transportation manager and/or principal

#### ***Monitor on Bus***

1. Assists children in getting on the bus and to assigned seats
2. Maintains order and behavior of children on the bus so the driver will not be distracted from safe driving
3. Maintains a positive, calm attitude and a soft voice while on the job
4. Protects all children from physical punishment or verbal abuse by anyone in any program activity, and immediately reports any such incident to the dean of students or principal
5. Assists the children in getting off the bus safely and crossing the streets

6. Releases children only to persons listed on the Child Release Form, and requires identification from any unknown or new person on the list
7. Notifies the principal of concerns regarding the children's health, behavior, or emotional state
8. Learns bus route and makes the substitute driver aware of it when necessary
9. Checks the bus to assure there are no children remaining on the bus at the end of each route
10. Completes the bus Visual Inspection Form at the end of each route
11. Removes trash and litter from bus daily
12. Only uses cell phone in the event of an emergency. No personal use permitted while monitoring
13. Maintains a list on board the bus of all children authorized by the director to ride the bus, and indicates daily the children actually riding the bus and to whom each child is released
14. Updates bus seating chart as needed and keep a current chart on file in the office and on the bus
15. Assures fire extinguisher, body fluids kit and first aid kit are properly labeled and secured in designated locations at all times.
16. Attends all training opportunities as provided and all staff meetings when called by the principal
17. Performs any other task deemed necessary by the Transportation Manager and/or Principal

**PROBATIONARY PERIOD:** Newly appointed employee will be subject to an initial ninety (90) calendar day probation period.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, and occasionally to reach with hands and arms. Specific vision abilities required by this job include vision.

*The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**WORK ENVIRONMENT:** This job operates in a School Bus environment and occasional loud setting.