



Prairie Central CUSD #8

Job Descriptions for Bus Monitor

Official Supervisor

Superintendent or Director of Transportation

Job Summary

A bus monitor assists the driver in supervising students and providing them with safe and efficient transportation so that students may enjoy the fullest possible advantage of the district's curricular and co-curricular programs.

Qualifications

High school diploma

Experience in working with children/young adults in a variety of situations

Receptiveness to training

Skills

Communicates effectively with the bus driver, students and parents

Maintains student discipline on a school bus

Length of Employment

180 days per year; runs/routes per day as determined by supervisor or director of transportation.

Evaluation

By superintendent or director of transportation, based on "Job Functions"

Job Functions

A. Punctuality

1. Performs duties and assignments in a punctual fashion according to the given schedule
2. Adheres to established laws, policies, rules, regulations, and collective bargaining agreements regarding punctuality
3. Submits time sheets and other required paperwork in a timely manner

B. Safety

1. Assists bus driver in providing safe transportation to and from school and school activities.
2. Observes all safety regulations and keeps the safety and well-being of students as top priority
3. Secures wheelchairs, seatbelts, and other safety equipment in a proper and timely manner
4. Has knowledge of students' medical concerns and medical plans of action

C. General Procedures

1. Supervises students while on the bus and during transportation-related events. (e.g. while students are waiting for the bus, or after drops)
2. Maintains discipline and reports any discipline problems to the appropriate administrator
3. Enforces established bus rules (e.g. the bringing of food and beverages aboard) consistently
1. Applies "Job Functions" while monitoring out-of-district school trips
2. Attends all in-service meetings on selected topics

D. Communication and Cooperation

5. Communicates and cooperates with all levels of school staff, students, and parents regarding the transportation of students
6. Uses sound judgment when dealing with students on the bus
7. Is a positive role model for students, has a neat appearance, and uses proper language near students
8. Demonstrates interest, enthusiasm, and a positive attitude toward work

*Provided that knowledge is shared with employee by appropriate authority