

**TITLE: BUS DUTY**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate (or eligibility) or County Substitute Certificate
2. Strong communication, interpersonal and organizational skills

**REPORTS TO:** Principal

**JOB GOAL:**

Organize and supervise transported students after school dismissal

**PERFORMANCE RESPONSIBILITIES:**

1. Supports the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Daily supervision of students waiting for afternoon busses.
3. Supervise non-bus students outdoors when necessary for their safety.
4. Coordinate/direct traffic around front driveway when necessary to ensure safety of the students.
5. Learn and monitor regulations concerning bus transportation of students and report irregularities to the principal.
6. Facilitate parent requests regarding special needs for students traveling by afternoon bus. These requests include, but are not limited to court orders regarding parent custody, special after school arrangements, etc.
7. List daily parental requests regarding students opting not to use bus transport.
8. Coordinate school absentee list with bus list.
9. Maintain a file of all parental notes and requests throughout the year.
10. Alert the office regarding missing students when the bus arrives.
11. Remain with students until busses arrive in all weather situations and inclement conditions.
12. Arrange for students who have missed the bus to call home for transportation and remain with him/her until a parent arrives.
13. Communicate with bus drivers regarding schedule, student needs, etc. when necessary.
14. Manage minor discipline issues involving students, which include assigning seats, investigating claims, and communicating with parents. Refer major incidents to building principal when necessary.

## MENDHAM BOROUGH SCHOOL DISTRICT

BUS DUTY (continued)

F-8

### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the Board of Education.

### **ANNUAL**

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

Approved by: Mendham Borough Board of Education

Date: June 18, 2008

Revised: November 19, 2013

Revised: February 24, 2015

Revised: August 20, 2018