

Job Title: BUS MONITOR
Reports to: Head Start Director
Dept./School: Irene Cardwell Head Start/Pre-Kindergarten Program/Transportation
Wkly/Hrs Worked: 30 Hours
Wage/Hour Status: Non-exempt
Date Revised: July 22, 2019

Primary Purpose

Ride Head Start/Pre-Kindergarten and other SFDRCSISD busses and vans to assist bus driver(s) to ensure safe, secure, and orderly transportation of all students including students with disabilities.

QUALIFICATIONS

Education/Certification

None

Special Knowledge/Skills

Ability to follow verbal instructions and communicate effectively
Ability to operate safety equipment and adaptive equipment
Ability to work well with pre-school and special needs students

Experience

None

MAJOR RESPONSIBILITIES AND DUTIES

Student Management

1. Supervise students as they board and depart the bus and during transport.
2. Escort students into building and assist them to assigned location.
3. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.

Routes and Schedules

4. Become familiar with all routes to and from school campus to be of assistance to driver.

Safety

5. Supervise use of seat restraints, harness, or car seats by students at all times.
6. Follow emergency procedures and help driver(s) administer CPR and/or first aid, if necessary.
7. Operate equipment according to established safety procedures.
8. Follow established procedures for student pick-up and drop-off including maintaining attendance records and authorized release documentation.
9. Follow established procedures and techniques to perform job duties including lifting, assisting students, etc.
10. Conduct a walkthrough of the bus before and after each use, checking each seat and space beneath to ensure there are no remaining passengers.
11. Assist bus driver(s) with the boarding and exit wheelchair bound students.

Other

- 12. Become familiar with and follow procedures established by SFDRICISD Transportation Department and SFDRICISD Head Start/Pre-Kindergarten Program.
- 13. Effectively communicates with transportation staff, school staff including teachers and families concerning individual child needs and behaviors while riding the school vehicle.
- 14. Help driver(s) keep bus in compliance with both federal and state requirements.
- 15. Work irregular hours as needed.
- 16. Exhibit punctuality and dependability in the workplace.
- 17. Maintain confidentiality of information at all times.
- 18. Participate in required Head Start staff development and training programs (CPR, First Aid, Child Abuse, Disability Awareness, Bus & Pedestrian Safety, fire safety, child boarding and exiting procedures to include wheelchair safety, and use of seat restraints).
- 19. Document and report /all incidents involving students and families, to school staff by end of the day.
- 20. Participate in bus evacuation drills.
- 21. Uphold and enforce school rules, administrative regulations, and state and local board policy.
- 22. Perform other duties as assigned by supervisor.
- 23. Ensure all First Aid Kits are property maintained.

EQUIPMENT USED

Wheelchair life, ramp, lock, special needs adaptive and other equipment.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; frequent walking, stooping, bending, kneeling, pushing and pulling with moderate lifting and carrying. Be able to work indoor and outdoor and work around vehicles and machinery with moving parts. Moderate exposure to extreme temperatures and vehicle fumes.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____