



## **JOB DESCRIPTION - BUS MONITOR**

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### **Purpose Statement**

The job of Bus Monitor is done for the purpose/s of assisting students while they are being transported to and from school; and providing a consistent environment, discipline and guidance for the students while they are on the bus.

### **Essential Functions**

1. Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
2. Assists students (e.g., tying shoes, hats, coats, personal hygiene, etc.) for the purpose of providing for their needs during transport, safe loading and unloading from buses, including both emergency situations and normal transport.
3. Informs students of bus safety and requirements for the purpose of enforcing rules and regulations and providing positive discipline and guidance for students.
4. Monitors student behavior for the purpose of diffusing situations and/or preventing distraction to the driver or injury to themselves or other students/passengers.
5. Reports observations and incidents (e.g., discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to the appropriate personnel.
6. Secures students and/or equipment (e.g., CT WYTE seats, safety restraints, seat belts, etc.) for the purpose of ensuring the safety and welfare of students.
7. Assists Bus Driver in maintaining the interior cleanliness of the bus for the purpose of maintaining appearance, sanitation and safety of vehicle.
8. Communicates with parents, Teachers, Bus Drivers or Administration regarding behavior issues, activities, special pickup/drop-off schedules, etc., for the purpose of conveying and/or receiving information.
9. Assists in conducting emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
10. Prepares written materials (e.g., behavior reports, medication, logs, referrals, route descriptions, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
11. Responds to emergency situations for the purpose of addressing immediate safety concerns.

### **Working Conditions**

1. May be expected to attend evening meetings.

2. Attends meetings (e.g., training, inservice, discipline meetings, conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions.
3. Lifts students and/or equipment for the purpose of positioning or repositioning students as appropriate.
4. Follow universal precautions when caring for the hygiene needs of children.

## **Minimum Qualifications**

Education and Experience: High School Diploma or GED preferred

## **Requirements**

1. Initial health exam, including screening for TB. (See Medical Release form)
2. Attend required bus monitor training. Previously trained bus monitors must attend an annual in-service training.
3. Obtain a First Aid and Infant/Child CPR card within 90 days of hiring and keep current.
4. Complete the Criminal History Declaration form and fingerprinting.

## **Skills and Abilities**

1. Ability to relate positively to children and adults.
2. Ability to communicate respectfully and effectively with children, families, community members, and staff of diverse backgrounds.

Low income and current or past Head Start parents are encouraged to apply.