



Independent School District

**518 S. Mathews
Bellville, TX 77418-2711
Phone: 979-865-3133
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Job Description

Bus Monitor (Applicant Pool)

Job Title: Bus Monitor

Wage/Hour Status: Non Exempt

Reports to: Transportation Manager

Campus: District Wide

PRIMARY PURPOSE:

A Bus monitor shares responsibility with the driver for the care and safety of students being transported by bus to and from school as well as performing other related work as required.

QUALIFICATIONS:

Education/Certification:

- Acceptable report from criminal history inquiry
- High School Diploma preferred
- Attend and successfully complete Crisis Prevention and Intervention (CPI) courses; will be trained by school district personnel

Special Knowledge/Skills and Requirements:

- Capable of addressing situations in emergencies quickly and reacting with necessary measures for the protection and well-being of special needs children
- Ability to manage students in a safe and appropriate transportation environment
- Must pass randomly administered drug screening
- Must pass an annual physical examination by an appropriate health professional designated and paid for by the district
- Proper and acceptable legal techniques of passenger [physical] restraint when necessary as a final resort

Experience:

- None necessary; will be trained by school district personnel

Major Responsibilities and Duties:

1. Must have interest in and empathy for children
2. Learn and adapt to each student's special medical, physical, communicative, and emotional needs
3. Provide students with constructive behavioral and disciplinary direction for safety, order, and respect for the rights and belongings of others; driver will produce written documentation of those students who fall short of safety or behavioral expectations
4. Any medical problems experienced by the students while being transported must be reported by the driver and/or monitor to the campus nurse. Follow up with a written report.
5. Complying with the Family Education Rights and Privacy Act of 1974 (FERPA) to assure students records, behavior and ridership confidentiality
6. Provide directions to students on proper loading and unloading techniques
7. Provide aid in emergency response or rescue in the event of natural or man-made disaster
8. Must be physically able to climb in and out of the school bus emergency door to evacuate the bus in an emergency
9. Communicates with office staff or parents on issues which, for the benefit of the students, need attention
10. Maintain a cooperative attitude with colleagues, supervisors, parents, and school personnel, always promoting district goodwill
11. Maintain good work habits through timeliness and low absenteeism for daily assignment and extra trips
12. Attend all required in-service training, safety meetings, other required meetings and training
13. Assisting driver in daily bus inspection
14. Maintaining and updating student records on a timely basis as required (ei. SHARS, daily attendance sheets, etc.)
15. Operate equipment according to establish safety procedures
16. Assist in keeping interior of bus, windows, lights, and lenses clean of objects that may interfere with driving with daily cleaning after each route as well as check for lost items
17. Maintain a presentable appearance which includes properly dressed according to district standards, neat grooming, and good hygiene
18. Work irregular hours
19. Conduct work in a manner consistent with rules and regulatory guidelines for Pathogen handling
20. Perform other assigned duties in an efficient and cooperative manner as assigned by Supervisory or Administrative Staff

Supervisory Responsibilities: None

Equipment Used:

A wide variety of equipment is used to accommodate special needs students. It is necessary for bus monitors to be familiar with the design and operating procedures of this equipment, as well as, knowing how to conduct equipment inspections and make simple "field adjustments" during breakdowns to include wheelchairs, and wheelchair lifts. Two-way radio for communication with dispatcher and other buses.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

- Maintain emotional control under stress. Psychological factors can include dealing with mentally challenged children, dealing with life threatening emergencies as well as coping with screaming children.
- Ability to cope with ever-changing traffic environment, lifting (able to lift 24 – 40 lbs), pushing, pulling (including jerking), walking, carrying, crouching, kneeling, reaching, bending, climbing bus steps repeatedly within a duty cycle. Route schedules typically demand early report to duty (Possibly 6:00 A.M. or earlier).
- Conditions include working in inclement weather, heat, rain, cold, humidity, other outdoor weather elements, and exposure to possible injury due to traffic accidents. There is considerable exposure at times to high noise levels from both outside traffic as well as from passengers.

An applicant may be required to perform any or all of the above listed physical requirements. These physical requirements may constitute 25% of the employee's daily functions.

Number of Work Days:

178

Rate of Pay:

\$10.00 per hour

Deadline for Submitting Application:

Until position is filled

All job applications may be accessed from the Bellville Independent School District website at www.bellvilleisd.org. Only online applications will be accepted for all job openings. For more information concerning job applications, please contact Cody Cox, at Bellville ISD Transportation Dept. 1043 E. Hacienda Bellville, TX 77418. (Phone: 979/865-3673) (Fax: 979/865-7097). Title IX Coordinator – Mike Coker, Superintendent.