**Bus Monitor/Aide**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:**  Director of Transportation **Classification:** Auxiliary

# Dept/Campus: Transportation Paygrade: A-1

**Wage/Hr Status:** Nonexempt **Revised:** December 2014

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Ride buses and help driver ensure safe and orderly transportation of students with/without disabilities.

**QUALIFICATIONS:**

**Education/Certification:**

High School diploma or GED preferred

Must be 21 years of age or older

**Special Knowledge/Skills:**

Ability to follow verbal and written instruction and communicate effectively

Ability to operate safety equipment and adaptive equipment

Ability to work well with children with disabilities

**Experience:**

None

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Typically lift and carry students with disabilities on and off the bus according to their individual needs.
2. Supervise students as they board and leave bus and cross street; escort if necessary.
3. Take children into building and help them find their way to destination.
4. Learn and adapt to each student’s special medical, physical, communicative, and emotional needs.
5. Manage student behavior and report student discipline problems to the transportation office.
6. Communicate with the transportation office on a daily basis regarding student behavior while on the bus.
7. Learn all routes to and from school campus to be of assistance to driver. In the absence of the regular route driver, the aide is responsible for directing the substitute driver to the correct drop off location of all students.
8. Maintain an updated route description.
9. Supervise use of seat belts, harnesses, or car seats by students.
10. Follow emergency procedures and help driver administer first aid, if necessary.
11. Operate equipment according to established safety procedures.
12. Follow established procedures and techniques to perform job duties including the assistance of students, securing wheelchairs, operating wheelchair lifts, etc.
13. Become familiar with and follow procedures established by transportation and special education offices.
14. Help bus driver keep the bus clean.
15. Work irregular hours as needed.

**EQUIPMENT USED:**

Wheelchair lifts, ramps, locks, and special needs adaptive equipment

**WORKING CONDITIONS:**

**Mental Demands:**

Maintain emotional control under stress

**Physical Demands:**

Must be able to position self at various locations in the work environment and frequently move about the area. Typically kneels, bends, stoops and crouches on a regular basis. Moderate lifting and carrying or otherwise moving and positioning of students and equipment; work outside and inside; 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, duties and skills that may be required.

Employee Date

Supervisor Date