

JOB DESCRIPTION

BUS MONITOR

TITLE: Bus Monitor, Beaverhead County High School/Transportation Department
K-12

REPORTS TO: Transportation Supervisor

JOB FUNCTION: Assist school bus driver in maintaining discipline while bus in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required

WAGE: \$7.25/hr

HOURS: 1.5 to 2 hours per day Afternoon Only
Mon-Thurs. Start time 3:25 pm
Fri. Start Time 2:25 pm

DUTIES AND RESPONSIBILITIES:

- Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation
- Consult with and assist bus driver in documentation of student information, recordkeeping and completing route surveys
- Assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required
- Assist parents and school personnel with safe loading and unloading of students
- Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate
- Maintain current knowledge of Emergency Evacuation procedures
- Assist handicapped children on and off the bus escort children across street, lift children as required; assure responsible adult meets students leaving the bus
- Attend in-service and training courses as assigned
- Perform other duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Safe practices concerning school bus transportation
- Basic record-keeping techniques
- Health and Safety regulations
- First Aid/CPR

ABILITY TO:

- Assist student loading, unloading and seating arrangements as required
- Understand and relate to children with special needs
- Establish and maintain cooperative working relationship with others
- Communicate effectively both orally and in writing
- Maintain current knowledge of Emergency Evacuation procedures
- Maintain routine records
- Observe health and safety regulations
- Must be able to lift heavy objects (minimum 50 lbs)

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulation
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and exposure to dust, fumes and gases

EDUCATION AND EXPERIENCE

High School diploma or G.E.D. Certificate

OTHER REQUIREMENTS

- Current First Aid and CPR Certificate
- Background Check performed by employer

CONTACT INFORMATION: Jack Bergeson (406) 660-1124