KIN DAH ŁICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised: 04/13/2026

TITLE: Bus Monitor	**EMPLOYMENT: 9.5 Months**
CLASSIFICATION: Non-Exempt	**CATEGORY: Classified**

GENERAL STATEMENT OF RESPONSIBILITIES: Maintain discipline on the school bus while students are being transported to and from school. To help ensure smooth and efficient operation of transportation services.

Necessary Qualifications:

- High School Diploma.
- One year experience preferred.

Special Requirements:

- Valid Arizona Driver's License.
- First Aid and CPR Certification required within 30 days of hire.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities:

- Knowledge of school bus safety rules preferred.
- Ability to relate and work well with staff, parents, and students.
- Effective verbal and written communication skills, both in Navajo and English.
- Demonstrate proficiency in modern technology.

Duties and Responsibilities:

- Assists the Bus Driver with the safety, movement, management and care of the children boarding the school bus, leaving the bus or being transported.
- Seats self in an area on the bus to ensure observation of all passengers at all times and ensure they are following school bus safety rules.
- Assists the Bus Driver in reporting infractions of school bus safety rules.
- Maintains a high standard of student conduct at all times.
- Participates in school bus evacuation drills.
- Ensures that children take their belongings with them when departing the bus.
- Maintains strict confidentiality of student records and information.
- Maintains all required licenses and certificates in current status and report to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and actively participates in committee meetings, in-service trainings and related activities consistent with duties.

- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Supervision Received By: Operations Manager

Working Hours: In accordance with Board Policies

Evaluation Procedure: In accordance with Board Policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY:_____ DATE:_____
Employee

APPROVED BY:_____ DATE:_____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the ge neral nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.