

**Job Title:** Bus Monitor

**FLSA Exemption Status:** Non-Exempt

**Term:** 180 days

**Minimum Qualifications:**

1. Not less than a high school diploma or general equivalency diploma;
2. Must be willing to attend safety and/or CPR training; and
3. Meets health and physical requirements.

**Job Objectives/Goals:**

To assist in the safe transportation of special needs students.

**Responsibilities and Essential Functions:**

1. Assist students, as needed, to board and exit the bus safely – including the proper utilization of all required seat belts and booster seats;
2. Provide appropriate care for the safekeeping of students while the students are being transported on the special bus;
3. Secure appropriately all required equipment such as wheelchairs, walkers, braces, etc. on the bus for safe transportation;
4. Maintain order on the special bus;
5. Assist the bus driver with non-driving duties, when possible.
6. Bus monitors may be required to perform other duties upon completion of the bus monitoring responsibilities.
7. Performs other duties deemed necessary by the Director of Schools or his/her designee.

**Skills and Abilities Required:**

Skills and Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Manual Dexterity:** Ability to move hands easily and manipulate small objects with the fingers.
4. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

**Physical Demands:**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Stooping, crawling and/or kneeling
3. Reaching
4. Talking
5. Hearing
6. Seeing

**Reports To:** Transportation Director, Special Education Supervisor

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

