



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Bus Monitor	Location:	Transportation
Reports To:	Transportation Supervisor	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	No
Work Year:	200 days / 10 months	Salary:	See lhusd.org website

Education and Experience Requirements

High school diploma or equivalent and a minimum of three years of experience or related knowledge necessary to perform the duties of this position

Certificates and Licensure Requirements

First aid and CPR training
IVP fingerprint clearance card through AZ Department of Public Safety

Summary

To work with the bus driver in the safe transportation of students

Qualifications

- Ability to drive school bus desirable

Responsibilities and Requirements

SAFETY

- Follow guidelines and rules set forth by the Transportation Department
- Ensure students are belted and secured in their proper placement on the bus
- Perform work in a safe and orderly manner while maintaining a neat and clean work area
- Check condition of all wheel chair straps and know how to properly secure a wheel chair in bus
- Ensure student safety during emergency evacuation procedures
- Help driver to maintain a clean bus
- CPR/First Aid

TRANSPORTATION

- Maintain cell phone communications with transportation, schools and parents
- Knowledge of MIPS
- Assist with student routing
- Assist students on/off bus, always escort student across street

STUDENTS

- Ensure student's alignment on the wheelchairs once placed on the bus and throughout the ride; alignment needs to be monitored for safety, health and well-being of child
- Alignment of non-wheelchair students in seats and assure that seatbelts are properly secured and remain so
- Discipline of students on the bus and inform transportation supervisor of any problems
- Knowledgeable about each student's medical concerns and have written plan of action for each including medical cards for each student

TEAM MEMBER

- Work in cooperation with other district personnel with regard to the conduct of activities in this function
- Train and conduct in-service as directed for other District personnel, to assist them in learning the functions of this position

OTHER

- Responsible for performing those duties which protect the health and safety of students and employees
- Performing other duties when assigned by the Bus Driver/Trainer/Supervisor



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Physical Demands and Work Environment

- Physical Effort
- Bending, stooping, lifting and climbing
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 50 pounds
- Physical agility test

Other Information

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.