



BUS MONITOR- PART TIME

9 Months / 180 Days / 4 Hours Per Day

REPORTS TO: PRINCIPAL/SUPERVISOR OF TRANSPORTATION

FLSA STATUS: NON-EXEMPT

JOB SUMMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES

TO ASSIST IN PROVIDING SAFE AND EFFICIENT TRANSPORTATION TO STUDENTS SO THAT THEY MAY RECEIVE THE FULLEST POSSIBLE ADVANTAGE FROM THE SCHOOL AND EXTRACURRICULAR PROGRAM.

A. PERFORMANCE RESPONSIBILITIES

1. Assists bus drivers in maintaining safety, comfort, and good student conduct on the bus.
2. Assists young and disabled students in getting on and off the bus.
3. Assists the driver in negotiating through particularly hazardous areas such as turning areas.
4. Performs any other duties as assigned by the immediate supervisor/designee or superintendent.

B. PROFESSIONALISM

The employee shows professionalism in attitude and conduct

- Accepts constructive feedback.
- Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- Uses verbal and non-verbal communication in a manner respectful of others.
- Maintains self-control.
- Adheres to Board policies and procedures and administrative rules, guidelines, and regulations.
- Participates in professional growth activities.

C. ATTENDANCE AND PUNCTUALITY

- Reports to work at the assigned time
- Attends work on a daily basis
- Contacts Supervisor when absent
- Works additional hours when deemed necessary
- Clocks in and out and utilizes time clocks appropriately

D. SAFETY

- Completes tasks in a safe manner as prescribed by the Safety Department or by the employee's profession/craft.
- Maintains a neat and orderly work environment.
- Dresses appropriately for the job assigned and in compliance with state law and board policy.
- Displays employee ID tag at all times while on duty.
- Reports any unsafe conditions or any incidents of injury or damage immediately to the appropriate official.
- Complies with policies on Employee Tobacco Use, Drug-Free Workplace and use of Cell Phones when on duty.

METHOD OF EVALUATION

A formal observation and one written evaluation per year by the supervisor shall be completed.

OTHER DUTIES AND RESPONSIBILITIES

Other duties may be assigned

QUALIFICATION REQUIREMENTS

High school or equivalency diploma; aptitude and competence for assigned responsibilities. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: ability to grasp, lift, maneuver, carry, push, pull and/or move up 50 to 80 pound objects on a daily basis.

While performing the duties of this job, the employee is frequently required to stand, walk, speak, hear and sit. Occasionally the employee will bend or twist at the neck more than the average person. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment described here is representative of which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

TERMS OF EMPLOYMENT

There will be a probationary period of 6 months from the date of employment for new employees. After 6 months or sooner, a decision based upon an evaluation will be rendered in regards to the employee's status as a permanent employee.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.