Title:	Transportation Safety Assistant (Bus Monitor)
Reports to:	Transportation Coordinator
Terms of employment:	10 months
Salary:	State Salary
FLSA Exempt/Non-Exempt:	Non-Exempt

Nature of Work
Attends to the special needs of exceptional and/or regular education students and supervises student behavior while they are riding school buses. Work involves observing students' activities, advising students of rules pertaining to behavior, providing assistance to students, as appropriate, and assisting the Bus Driver with various safety practices. This employee is also responsible for controlling students so as to protect them from themselves and others on the bus.

Qualifications and Licensure
- High school diploma or equivalent

Duties and Responsibilities
- Supervises the activities of students riding the school bus by being seated in a location on the bus that provides the maximum visibility of all students, usually the rear of the bus.
- Provides limited medical and emergency assistance as necessary.
- Assists bus drivers in finding a safe place to pull over during medical emergencies.
- Assists in protecting the bus driver from violent or dangerous students.
- Helps students with special needs in manipulating equipment they must use on the bus and entering and exiting the bus.
- Advises the bus driver of conditions that may impair safe transportation for all students.
- Intervenes between students having conflict.
- Ensures that wheelchairs, car seats, and other types of child safety restraint systems are properly and securely fastened.
- Assists the driver in all backing procedures; assists the driver on lane changes.
- Reports problems and concerns of students to the designated school staff member and parents.
- Cleans students and the bus in order to maintain a healthy and safe environment.
- Submits required reports, forms or documents in a timely manner.
- Performs other duties as assigned by the Transportation Coordinator and Executive Director.

Physical Requirements (if applicable)
- Must be able to sit for an extended period of time.
- Must be able to exert up to 60 pounds of force occasionally to move or lift objects.
- Must be able to exert a negligible amount of force constantly to move objects such as but not limited to student wheelchairs.
- Must be able to climb stairs if required.

Special Requirements (if applicable)
- Must be able to handle emergency situations calmly and effectively.
- Must be able to communicate effectively and efficiently with staff and parents.

- Must have some knowledge of the different types of exceptionalities which may be encountered in the course of duties.

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 of this job.