

Cape Girardeau Public School District No. 63
Job Description

Job Title: Bus Monitor

Terms of Employment: As needed

FLSA Status: Non-Exempt

Reports To: Assistant Superintendent, Administrative Services

Brief Description of Position:

The bus monitor is responsible for riding school buses and helping the driver ensure safe and orderly transportation of students.

Required Qualifications:

- High School diploma or equivalent
- Ability to follow verbal instructions and communicate effectively
- Ability to operate safety equipment and adaptive equipment
- Ability to work well with children with disabilities

Essential Duties and Responsibilities:

- Supervise students as they board and leave bus and cross street.
- Take children into building and help them find their way.
- Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
- Manage student behavior and report student discipline problems to appropriate administrator.
- Communicate with teachers and parents on a daily basis regarding student behavior while on bus.
- Become familiar with all routes to and from school campus to be of assistance to driver.
- Maintain an updated route schedule.
- Supervise use of seat belts, harnesses, or car seats by students.
- Follow emergency procedures and help driver administer first aid, if necessary.
- Operate equipment according to established safety procedures.
- Follow established procedures and techniques to perform job duties including lifting, assisting students, etc.
- Become familiar with and follow procedures established by transportation and special education offices.
- Help driver keep bus clean.

Physical Demands/Environmental Factors:

- Ability to maintain emotional control under stress.
- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.

- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013