



Position Title: **Bus Monitor**  
Department: Transportation  
Reports To: Transportation Supervisor

**SUMMARY:** Provides active supervision on bus during route times to ensure student safety.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Actively supervises students in all areas of the bus
2. Develops professional relationships with students
3. Uses PBIS strategies to acknowledge adherence to rules
4. Displays objectivity and control when addressing behavior
5. Demonstrates value and respect for all students
6. Deescalates behaviors with proximity and stating of directions
7. Follows up with building and/or transportation administration regarding student behavior
8. Writes referrals when necessary
9. Communicates with bus driver as behaviors or concerns require
10. Provides opportunities for students to talk about their interests

**SUPERVISORY RESPONSIBILITIES:** Students

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

**LANGUAGE SKILLS:**

Bilingual/Bi-literate in English/Spanish preferred. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:**

Ability to develop effective and professional relationships with students. Ability to communicate clearly and concisely, both orally and in writing. Ability to handle a variety of duties all at once. Gives attention to detail. Takes initiative and is reliable.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk and/ or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described are representative of those 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 functions.

The noise level in the work environment is usually moderate to loud.

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.

I have read and understand the duties outlined in this job description and can perform the duties outlined herein with or without reasonable accommodations.

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(signature)

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(date)