



REVISED: 01/15/2020
Submitted: 01/14/2020

JOB TITLE:	MONITOR BUS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	184 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8820
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Assists the bus driver in supervising, loading and unloading students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists the driver in maintaining a positive environment on the bus
Assists in seating all students in the center of the bus (as specified in State Transportation Guidelines)
Assists in supervising the loading and unloading of students
Assists in the pickup and delivery of students from/to parent, guardian or authorized individual
Performs any other responsibilities as outlined in State Transportation Guidelines for students
Assists in classroom instruction/supervision (when applicable)
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires lifting, bending, squatting, climbing, reaching, carrying, pushing, pulling up to light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D
Temperament, personality, and patience to deal with young children
Access to transportation to/from bus compound
Effective communication skills

DESIRABLE QUALIFICATIONS
Training in the special needs of young children
Experience in working with young children
Experience in a diverse workplace

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.