

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Bus Monitor
Job Family: Student Support
Department: Transportation
Typical Work Year: 9 months

Pay Grade: Support Staff, Range 1
FLSA Status: Non-exempt
Prepared Date: July 1, 2015

SUMMARY Care for students with special needs and ensure their safe transportation. Assist the bus driver in managing student conduct and ensuring passenger safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary based on assignment.*

D	40%	Care for passengers' needs while in transit. Assist the bus driver in maintaining safe student conduct by monitoring student behavior and redirecting inappropriate behavior.
D	10%	Assist the driver in following established routes and designated stops.
D	10%	Assist students, as needed, in loading and unloading the bus. Load and unload passengers in wheelchairs, strollers, etc. using the bus lift. Maneuver chairs on ramps, curbs, and inside buildings.
D	10%	Secure passengers' wheelchairs, strollers, etc. and properly fasten all protective safety devices, car seats, lap belts, and T-straps.
D	10%	Secure special needs equipment in a safe manner to limit motion during transport, including wheel chair trays, walkers, oxygen tanks and adaptive/assistive devices.
D	5%	Develop knowledge of student's disabilities and needs. Maintain an emergency card book for passengers.
W	5%	Completes and submits required paperwork/documentation as required and ensures the confidentiality of student information. Provide written documentation to appropriate personnel regarding violations of the student code.
A	5%	Assist driver with emergency evacuation plans and drills. Attend training and other required meetings.
A	1%	Assist the driver during emergency situations or mechanical failures; perform first aid, including CPR, in emergency situations.
Ongoing	4%	Perform other duties as assigned.

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: None required. Experience working in health care, working with children with various learning and physical disabilities, and/or working with children in a school setting preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPR and First Aid training preferred at hire; required two months after hire. Crisis Prevention Intervention (CPI) training required within three months of hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Communicate effectively in written and oral form using positive interpersonal skills
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to utilize non-violent and physical intervention techniques
- Knowledge of first aide skills

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

Operating knowledge with wheelchair lifts required within two weeks of hire.

Operating knowledge protective safety devices, car seats, lap belts, and T-straps required within one month of hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Transportation

Direct Reports: This job has no supervisory responsibilities

- Responsible for supervising the behavior and well-being of students getting on and off the bus and while in route.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy			X	
Coordinate			X	
Instruct				X
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date