

**Greenwood School District 50  
Position Description**

**JOB TITLE:** Bus Monitor  
**DEPARTMENT:** Transportation  
**LOCATION:** Bus Depot  
**REPORTS TO:** Director of Transportation

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**SUMMARY: Supervises students while the driver transports students.**

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

- 1) Reports to the Bus Driver while on the bus;
- 2) Responsible for ensuring passengers observe all safety regulations for school buses;
- 3) Maintains discipline on the bus;
- 4) Provides appropriate assistance to special needs students as required;
- 5) Makes trip enjoyable for students through educational programs involving group participation;
- 6) Maintains communication with parents;
- 7) Coordinates special needs of each child with parents, driver, and teachers;
- 8) Assists driver with keeping the bus clean;
- 9) Enforces regulations against tobacco usage and eating on the bus;
- 10) Assists substitute driver in running the route properly;
- 11) Never touch a child unless you are assisting with the child's care;
- 12) Sit behind the last child or in the middle of a loaded bus;
- 13) Must be polite and professional when dealing with any situation;
- 14) Assists driver when making a turn-around;
- 15) Attend all Safety Meetings; and,
- 16) Stay alert at all times.

**SUPERVISORY RESPONSIBILITIES:** Supervises students while helping transport them.

*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) is needed. Must have pass physical including drug test.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

**LANGUAGE SKILLS:** Ability to read a limited number of two and three syllable words and to recognized similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

**MATHEMATICAL SKILLS:**  
Ability to add and subtract two digit numbers.

**REASONING ABILITY:**  
Ability to apply commonsense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**  
Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are symbolic 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 continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm

or finger motion many times. The employee frequently uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 75 pounds such as students. Specific vision abilities required by this job include close vision, color vision, and depth perception and peripheral vision.

*WORK ENVIRONMENT: The work environment characteristics described here 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.*

While performing the duties of this job, the employee occasionally works in temperatures above 100\_ and below 32 \_and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

