



JOB DESCRIPTION

	<h1>JOB DESCRIPTION</h1>	
Number:	Title:	School Bus Monitor
Nature of Position	This position is responsible for riding the school bus and acting as an aide to the bus driver assisting the students with medical needs and controlling behavior of the assigned bus.	
Reports To	Title: Transportation Operations Manager & Field Supervisor	
Education	Required	<ul style="list-style-type: none"> • High School Diploma or equivalent
	Preferred	<ul style="list-style-type: none"> •
Experience, Skill, and Certification	Required	<ul style="list-style-type: none"> • Must be able to work with children of all ages • Ability to lift equipment and/or student weighing 40 pounds • Written and oral communication • Pre-employment and annual physical examination • Must successfully complete Bus Monitor Training Program provided by Savannah Chatham County Public Schools Transportation Department
	Preferred	<ul style="list-style-type: none"> • Previous experience working with children of all ages
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Demonstrates prompt and regular attendance; work hours may vary during the school year. 2. Contacts dispatch during timeframe published in the Driver's Handbook to report same day absences. 3. Rides bus on each route to ensure physical and emotional safety of children. 4. Learns the route in order to assist a substitute driver. 5. Assists the driver in keeping appropriate records pertaining to problems arising on the bus. 6. Attends required training meetings and all other meetings as requested. 7. Assist with loading and unloading students, as well as seating and safety belting students. 8. Keeps up with student belongings, coats, personal bags, written communication from home/school, etc. for those students who are not capable of caring for their personal effects. 9. Assists the driver in emergency situations; understands how to operate emergency exits from the bus, as well as lift students if necessary; understand which situations would require evacuations and in which situations the students would be safer on the bus; understands and is prepared to take over an evacuation if the driver is unable to direct the situation. 10. Monitors/operates communication devices for essential and emergency transmissions only. 11. Assists with emergency evacuation drills as required. 12. Maintains cordial relations with parents, administrators, other employees, and the general public. 13. Maintains student discipline on the bus and refers serious infractions to appropriate administrator using Safe Rider Program. 14. Collects, maintains, and periodically updates emergency information and is aware of students' medical needs reported by parents/guardian. 15. Presents professional appearance. 16. Has ability to drive any make and model bus in the transportation fleet. 17. Special Education Lift Bus Only: Operates wheelchair lift and secures door on lift during transport. 	

	<p>18. Special Education Lift Bus Only: Performs necessary tie downs for wheelchairs and seat security devises for students.</p> <p>19. Understands the operation and correctly physically secures wheelchairs, mobility chairs, child restraint systems or any other type of adaptive equipment required by the students, including equipment such as walkers, quad canes, crutches, voice boxes, etc.</p> <p>20. Perform other duties as necessary for the effectiveness of the organization.</p>		
<p>Terms of Employment</p>	<p>Incumbents are considered "at will" employees. Appropriate pay will be determined based on the Grade as determined by Human Resources and the incumbent's allowable experience. This is a 193 day position. (G4) Non-exempt. Public School Employees Retirement System Eligibility New 02-16</p>		
<p>Approvals</p>	<p>Director Level</p>		<p>DATE</p>
	<p>Chief Level</p>		<p>DATE</p>
	<p>Human Resources</p>		<p>DATE</p>
	<p>Superintendent</p>		<p>DATE</p>



JOB DESCRIPTION SUPPLEMENT

Number:	Title: School Bus Driver
Non-Essential Responsibilities	<p>A responsibility is considered to be “non-essential” (for the purposes of compliance with the Americans with Disabilities Act) if:</p> <ul style="list-style-type: none"> • it is shared between multiple incumbents in the job; or • it could be performed by an employee in another job within the workgroup. <p>Note the responsibility number from the list in the “Duties and Responsibilities” section for those responsibilities that could be considered “non-essential” based on this definition.</p>
	None
Physical and Sensory Demands	<p>Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.</p>
	<p><input type="checkbox"/> OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.</p>
	<p><input type="checkbox"/> CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.</p>
	<p style="text-align: center;">EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS (Check any that apply to this job and complete the required information.)</p> <p><input checked="" type="checkbox"/> Heavy lifting of up to <u>40</u> pounds</p> <p><input type="checkbox"/> Frequent climbing up to <u>20</u> feet, and/or working on building roofs.</p> <p><input checked="" type="checkbox"/> Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.</p> <p><input checked="" type="checkbox"/> Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.</p> <p><input checked="" type="checkbox"/> Sitting or standing for extended periods with no control over rest periods.</p> <p><input checked="" type="checkbox"/> Other: Lifting, bending, sitting for prolonged periods, upper body mobility, ability to lift equipment and/or student weighing 40 pounds.</p>