



JOB DESCRIPTION

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 passenger behavior on the assigned bus.	
Reports To	Title: Transportation Operations Director & 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 • Valid GA Commercial Driver's License (CDL) class B
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 District approved process. 14. Collects, maintains, and periodically updates emergency information and is aware of students' medical needs reported by parents/guardian/school staff. 15. Presents professional appearance. 	

	<p>16. Special Education Lift Bus Only: Operates wheelchair lift and secures door on lift during transport. Ensures transportation accommodations are followed as outlined in IEP (Individual Education Plan).</p> <p>17. Special Education Lift Bus Only: Performs necessary tie downs for wheelchairs and seat security devises for students.</p> <p>18. 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>19. 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 196 day position. (G4) Non-exempt. Public School Employees Retirement System Eligibility New 09-16</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>