

*Fountain-Ft. Carson School District Eight*  
**Job Description**

Job Title: **Bus Monitor**  
Pay Schedule/Grade: **Classified**  
Prepared/Revised Date: **July 16, 2012**

Reports To: **Transportation Supervisor**  
FLSA Status: **Non-exempt**  
Work Year: **185 days**

**SUMMARY:** Responsible for supporting student learning by managing student behavior and/or student needs in one or more of the following areas: bus transportation, lunchroom, or playground. May also assist with office/secretarial duties.

**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 building assignment or department.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>
1. Provide care and assistance to passengers in route and entering or leaving the bus during transportation. Maintain appropriate student behavior.	D
2. Load and unload passengers as needed using mechanical lift apparatus.	D
3. Secure students as necessary with seat belts, car seats, safety vest, or wheelchair secure systems. Provide assistance to students with medical and/or hygiene needs.	
4. Assist Bus Drivers with following route directions, preparing written disciplinary action reports, and maintaining the cleanliness of the bus.	D
5. Assist Bus Driver with performing emergency evacuations and drills.	M
6. Attend appropriate inservices, building meetings, training, and/or school functions.	M
7. Perform other duties as assigned.	Ongoing

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- No experience 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.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills.
- Strong interpersonal skills.
- Problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with children with disabilities.
- Ability to promote and follow Board of Education policies, Superintendent policies, building, and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
- History of consistent attendance and punctuality.

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**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of power lifts or ramps, adaptive and assistive devices (oxygen containment systems, suctioning equipment, apnea monitors, ventilation equipment, etc.) and devices used to support and secure students (mobile seating devices, child safety restraint, safety vest, special belts, assistive technology devices, trays and securing hardware, belt cutters and fire blankets) may be preferred or required. Required after on-the-job training.
- Operating knowledge of various types of wheel chairs, scooters, strollers and tie downs may be preferred or required. Required after on-the-job training.
- Operating knowledge of and experience with personal computers and peripherals preferred.
- Operating knowledge of and experience with office software preferred.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc. preferred

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE
<b>Reports to:</b>	Transportation Supervisor

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**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 DEMANDS:** While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is may be regularly exposed to fumes or airborne particles, outdoor weather conditions, and vibration. The employee may be frequently exposed to moving mechanical parts and high, precarious places. The noise level in the work environment is usually loud.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to communicate, instruct, use interpersonal skills, and negotiate. The employee is frequently required to compare, analyze, coordinate, evaluate, and compile. The employee is occasionally required to copy, compute, and synthesize.