# JOB DESCRIPTION

**TITLE:** Bus Monitor

**TERMS OF EMPLOYMENT:**

- 177-day contract
- Board of Education approved school calendar

**QUALIFICATIONS:**

1. High school graduate or equivalent required
2. Ability to understand and follow basic oral and written instructions
3. Must be able to lift and carry up to 45 lbs.
4. Requires employee to have the ability to push/pull up to 15 lbs.

**SUPERVISOR:**

Transportation Supervisor

**JOB REQUIREMENTS:**

- To provide a safe and efficient district student transportation system
- To follow District 86 and building policies, procedures and regulations, and attendance standards

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in providing safe transportation to help students enjoy their complete educational program.
2. Assists bus drivers in supervising students and maintains effective student discipline on the bus.
3. Ensures students board and depart the vehicle in an orderly fashion.
4. Cares for the needs of disabled students.
5. Adheres to the student seating charts provided by the building administrators.
6. Completes and submits accurate time sheets in a timely manner.

7. Maintains a good community relations image and acts responsibly as a representative of the district, both in the district and out of the district.

8. Remains available to assist the Transportation Supervisor or other transportation personnel as needed.

9. Communicates effectively with all levels of school staff as needed.

10. Exercises cooperation and good judgment when working with students.

11. Is a positive role model for students, is neat in appearance, and uses proper language.

12. Assists in maintaining the district's standards of vehicle cleanliness to provide a healthy, safe, and attractive physical environment.

13. Understands the needs of nonverbal students who may have difficulty in communicating their needs.

14. Demonstrates an awareness of the special needs of early childhood-level children.

15. Maintains orderly conduct and deals with behavior concerns as appropriate when students are on the bus.

16. Maintains knowledge of first-aid procedures.

17. Attends required safety training and annual in-service training as required.

18. Assists children in and out of their seats as required/instructed.

19. Assists children buckling and unbuckling seat belts as required/instructed.

20. Conforms to the district's/building's procedures for student discipline, and reports student discipline issues to the proper authority following district guidelines and procedures.

21. Maintains proper, positive, and professional communication with the Transportation Dispatcher with the appropriate use of the radio and in accordance with legal guidelines when necessary.

22. Promptly notifies the proper authority in case of late arrival on routes.

23. Maintains an appropriate standard of confidentiality of information in regards to Transportation Department business.

24. Completes training as required by the district.

25. Devotes a minimum of 10% of the normal work day to ensuring that all reasonable and necessary precautions are taken to protect students, staff, equipment, books/supplies, materials, apparatus, and facilities from damage and other safety or cleanliness conditions that may arise.

26. Assumes the responsibility for other matters as may be assigned from time to time by the Transportation Supervisor.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on Evaluation.

7-16-2026