

Killeen Independent School District
Job Description

Job Title: Bus Monitor
Department: Transportation Services
Reports To: Transportation Routing Specialist
FLSA Status: Non-exempt

SUMMARY Rides school bus and assists driver with safe and orderly transportation of students with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties that may be assigned:

Maintains effective control over groups of students with disabilities and reports discipline problems to the driver and appropriate administrator.

Communicates with teachers and parents on a daily basis information about student behavior on the bus.

Completes Student Discipline Referrals as required and turns in to the Operations Section.

Assists in loading and unloading students with disabilities according to their individual needs.

Assists with seatbelt and wheelchair securement and other individual needs of the students while riding the bus.

Operates two-way radio equipment and communicates with transportation operations staff as required for successful completion of route.

Assists driver in maintaining interior cleanliness of assigned bus.

Performs such other tasks as may be assigned by the Transportation Operations Specialist or the Director for Transportation Services.

SUPERVISORY RESPONSIBILITIES

Monitors approximately ten to 45 students per bus route.

QUALIFICATIONS

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. There may be alternatives to the qualifications as the board of trustees may find appropriate.

EDUCATION or EXPERIENCE

High school diploma or general education degree (GED).

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak clearly and effectively over a radio communications system, before groups of students and sponsors, and before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and in a fast-paced, high-pressure environment. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; a demonstration of the ability to perform these physical activities may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to operate wheelchair lifts, ramps, and securement locks. Continual sitting, reaching, and repetitive hand and arm motions. While performing the duties of this job, the employee is required to talk and hear; stand; use hands to finger, handle, or feel; and reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing and pulling. Moderate lifting and/or carrying up to 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

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 is frequently exposed to outside weather conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually moderate to loud.

OTHER QUALIFICATIONS

Must be 18 years of age.

Prepared By: Joyce Walker, Auxiliary Staffing Specialist
Prepared Date: October 30, 1998
Revised By: Tom Schatte, Professional Standards Administrator
Revised Date: August 16, 2004

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.