

INDEPENDENT SCHOOL DISTRICT #31  
POSITION JOB DESCRIPTION

DATE Sept. 1, 1986

Position Title BUS MONITOR

Band/Grade A-1-1

Immediate Supervisor Transportation Coordinator

Job Summary (Basic Purpose of Position)

Assist bus driver in the safe transportation of students to and from school and related activities.

MAJOR JOB FUNCTION: Assist bus driver in the safe transportation of students to and from school and related activities.

| REGULAR ROUTINE DUTIES<br>List of Things to Accomplish<br>in Major Job Function | BAND/<br>GRADE | % of<br>TIME<br>D,W,<br>M,A,Q | WC | NECESSARY SKILLS  | PERFORMANCE STANDARDS                                |
|---|----------------|-------------------------------|----|---|--|
|   |                |                               |    | KNOWLEDGE, ABILITIES<br>What You Have to Know to<br>Accomplish Duty or Function | How Will You Know the Job is Done?                   |
| 1. Assist driver in loading and unloading students.                             | A-1-1          | 20                            |    | 1. Loading and unloading hazards  | 1. Students were loaded and unloaded safely          |
| 2. Assist driver in the proper seating of students.                             | A-1-1          | 20                            |    | 2. Students and bus route times   | 2. Students were seated in a proper and safe manner. |
| 3. Monitor students during time of transportation.                              | A-1-1          | 40                            |    | 3. Discipline rules.  | 3. Students were monitored while riding the bus.     |
| 4. Assist driver in emergency situations including evacuation.                  | A-1-1          | 10                            |    | 4. Emergency evacuation procedures.   | 4. Driver was assisted in emergency situations.      |
| 5. Assist driver with student data and reports.                                 | A-1-1          | 1                             |    | 5. Proper use of emergency equipment.   | 5. Student data and reports were kept as required.   |
| 6. Assist driver with student discipline.                                       | A-1-1          | 5                             |    | 6. Proper use of student seating equipment                                      | 6. Student discipline was maintained.                |
| 7. Attend meetings as required by the Transportation Office.                    | A-1-1          | 1                             |    | 7. Reports required   | 7. Meetings were attended as required.               |
| 8. Perform other duties as required by the Transportation Coordinator.          | A-1-1          | 3                             |    | ABILITY TO:<br>1. Follow directions   | 8. Other duties were performed as required.          |
|   |                |                               |    | 2. Communicate  |  |
|   |                |                               |    | 3. Remain calm  |  |
|   |                |                               |    | 4. Remain alert   |  |
|   |                |                               |    | SKILLS:<br>1. Two-way radio operation   |  |
|   |                |                               |    | 2. First aid certificate  |  |