

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 9/1/1986
LAST REVISION DATE _____
BAND & GRADE A-1-1

POSITION TITLE Bus Monitor

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.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

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

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