



## City of St. Charles School District

# SCHOOL BUS/TRANSPORTATION MONITOR

Reports to:	Director of Transportation (or his/her designee)
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	180 days which includes 1 paid holiday according to Board Policy.
Evaluation:	Performance in this position will be evaluated regularly by the director and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

### **JOB SUMMARY:**

The School Bus/Transportation Monitor rides on board a school bus or other vehicle used to transport students which may or may not be air conditioned, works both inside and outside the bus/vehicle handling wheelchairs and/or monitoring student behavior or providing individual student assistance, in all weather conditions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned.**

- Maintains regular attendance.
- Be responsible for personal and district-owned equipment.
- Maintains the confidentiality of students' discipline and medical records.
- Load and unload wheelchairs using a hydraulic lift, and secure wheelchairs in position for safe travel in a school bus/vehicle.
- Lift or move students weighing 100+ pounds when necessary
- Provide for the comfort and safety of children on board the bus/vehicle.
- Assist the driver in maintaining appropriate student conduct among all passengers.
- Assist students getting on or off the bus via the service door when necessary.
- Participate in emergency evacuation drills in accordance with state regulations and district policy.
- Properly secure students in child safety restraints (seat belts, car seats, harnesses).
- Possess the ability to effectively communicate, verbally and in written form, with students, parent, administrators, staff, and the community as needed.
- Attends/Completes District PD and training.

### **DIRECTORY RESPONSIBILITIES:**

Not Applicable.

**QUALIFICATIONS AND REQUIREMENTS:**

*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.*

**EDUCATION AND/OR EXPERIENCE:**

- Annual [D.O.T. (Department of Transportation)] physical & dexterity Tests
- High School Diploma or equivalent preferred

**COMMUNICATION SKILLS:**

- Ability to effectively present information and respond to questions from students, parents, administrators, staff, and the general public.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, divide, multiply, and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to interface effectively with other district personnel.

**REASONING ABILITY:**

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

**OTHER SKILLS AND ABILITIES:**

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with district requirements and School Board Policies.

**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. 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 required to stoop, reach, stand, walk, lift, pull, push, grasp, climb, talk, hear, see, reach with hands and arms, balance and conduct repetitive wrist and/or hand movements. While performing the duties of this job, the employee may frequently lift and/or move children weighing 100+ pounds. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**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. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

School Bus/Transportation Monitor

SY 2011-2012

Revised SY 2013-2014

Revised SY 2017-2018

Revised SY 2022-2023