

**KERRVILLE INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: BUS MONITOR

Wage/Hour Status: Nonexempt

Revised: 11-28-12

QUALIFICATIONS:

- High school diploma or GED
- Ability to follow verbal instructions and communicate effectively
- Ability to operate safety equipment and adaptive equipment
- Ability to work well with children with disabilities
- Such alternatives to the above qualifications as administrators may find appropriate and acceptable.

REPORTS TO:

- Transportation Director

JOB GOAL:

- Ride buses and help driver ensure safe and orderly transportation of students with disabilities.

PERFORMANCE RESPONSIBILITIES:

- Lift and carry students with disabilities on and off the bus according to their individual needs.
- Supervise students as they board and leave bus and cross street.
- Take children into building and help them find their way.
- Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
- Manage student behavior and report student discipline problems to appropriate administrator.
- Communicate with teachers and parents on a daily basis regarding student behavior while on bus.
- Become familiar with all routes to and from school campuses to be of assistance to driver.
- Maintain an updated route schedule.
- Supervise use of seat belts, harnesses, or car seats by students.
- Follow emergency procedures and help driver administer first aid, if necessary.
- Operate equipment according to established safety procedures.
- Follow established procedures and techniques to perform job duties including lifting, assisting students, etc.
- Become familiar with and follow procedures established by transportation and special education offices.

- Help driver keep bus clean.
- Work irregular hours as needed.
- Conducts oneself in a professional manner in accordance with district expectations and The Texas Education Agency code of Ethics.

Mental Demands / Physical Demands / Environmental Factors:

Maintain emotional control under stress. Frequent walking, stooping, bending, kneeling, pushing and pulling; moderate lifting and carrying. Work outside and inside; work around vehicles and machinery with moving parts; moderate exposure to extreme temperatures and vehicle fumes.

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

TERMS OF EMPLOYMENT:

Work year established by the Board; salary according to current schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the District Policy Manual.