

**MAYFIELD CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Title:</b>	<b>Bus Monitor</b>
<b>Reports To:</b>	Transportation Supervisor/Assistant Supervisor
<b>Position Status :</b>	School year contract; 180-day school year schedule.
<b>FLSA Status:</b>	Classified
<b>General Description:</b>	<ol style="list-style-type: none"> <li>1. Assist with the safety of handicapped children on and off the bus including physically handicapped with crutches/wheelchairs.</li> <li>2. Provide for the safety of students during transport, loading, and unloading.</li> </ol>
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. High school diploma or equivalent.</li> <li>2. Able to safely and appropriately lift and manage preschool and special needs children when necessary.</li> <li>3. First Aid Training and Cardiopulmonary Resuscitation Training.</li> <li>4. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same.</li> <li>5. All other requirements as specified by state or federal law or Ohio Administrative or Revised Code.</li> <li>6. Good health, high moral character, and good attendance record.</li> <li>7. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to access all areas of the transportation center, school buses, district vehicles, appropriate classroom, and office areas of District facilities.</li> <li>2. Able to move freely through the bus to assist with emergency evacuations, to assist or lift younger students and carry them to safety when necessary.</li> <li>3. Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary.</li> <li>4. Effective communication and interpersonal skills.</li> <li>5. Able to present information in a clear and compelling manner.</li> <li>6. Able to work successfully with students, parents, teachers, administrators, and the community.</li> <li>7. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>8. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions*):</b>	
<ol style="list-style-type: none"> <li>1. Assist with the safe and efficient transportation of students in accordance with District policies and administrative guidelines, Ohio Pupil Transportation Operation and Safety Rules, and the provisions of State and Federal law.</li> <li>2. Assist with established pre-trip and post-trip inspections of assigned vehicle and with checks of safety devices including fire, emergency, and first aid equipment.</li> <li>3. Help to maintain cleanliness, appearance, and sanitation of assigned vehicle and equipment.</li> <li>4. * Properly operate all safety and assistive technology/equipment, including two-way radios, ramps, lifts, wheel chairs, car seats, harnesses, seat belts, etc; assists with safety drills, evacuation drills, and administration of first aid as required.</li> <li>5. * Maintain records as required by law, District policy, and administrative guidelines.</li> </ol>	

6. Assist with reporting mechanical defects or malfunctions to the Supervisor and Mechanic in writing.
7. \* Assist with transportation services and support for special needs students in accordance with Individualized Education Plans (IEPs) and/or other District-authorized accommodation plan as assigned by Special Pupil Services staff.
8. Learn and adapt to each student's medical, physical, communicative, and emotional needs.
9. \* Oversee the loading and unloading of students and release of students to an authorized individual, including crossing roadways and/or assisting the student to a building as needed.
10. \* Lift and carry students with disabilities and/or special health issues in accordance with prescribed procedures and techniques on and off the bus according to their individual needs.
11. Supervise students as they board and leave the bus and cross the street; assist children to the building as needed.
12. \* Manage student behavior and report student discipline problems to appropriate administrator.
13. \* Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
14. Communicate with teachers and parents on a daily basis regarding student behavior while on the bus.
15. Maintain positive relationships and timely communications with students, parents, District staff and the community.
16. Become familiar with assigned route(s) to and from school to be of assistance to a substitute driver when needed. Assist in maintaining an updated route schedule.
17. Assist with other routes, as requested, when breakdowns or other unusual circumstances occur.
18. Meet the professional expectations of attendance, suitable attire and decorum, participation in Transportation/District meetings/functions, and support of District initiatives.
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20. Respond to specific requests from the Assistant/Transportation Supervisor on matters affecting the Transportation program and District operation.

#### **Other Professional Expectations:**

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Demonstrate a belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of District issues and transportation and safety-related matters.
4. Perform other job functions as assigned.

#### **Additional Working Conditions:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

**The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.**