



Longview Independent School District

JOB DESCRIPTION SUBSTITUTE BUS MONITOR

JOB TITLE:	Substitute Bus Monitor	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Transportation	TERMS:	180 Days
DEPARTMENT:	Transportation	PAY GRADE:	Manual Trades 1

PRIMARY PURPOSE:

Assists the bus driver by providing physical assistance to special education students while they are being transported to and from school

QUALIFICATIONS:

Minimum Education/Certification:

High School diploma or GED, supplemented by successful completion of Special Education Monitor training and testing

Special Knowledge/Skills and Abilities:

- Some knowledge of the policies, procedures, methods, techniques and equipment involved in transporting and caring for special education students
- Some knowledge of the precautions and safety measures associated with the work
- Ability to operate wheelchair lift equipment and to use harnesses, seat belts, wheelchair tie-downs, and other special equipment
- Ability to monitor and attend to students' behavior while in transit, and to enforce bus rules
- Ability to understand and follow oral and written instructions
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with supervisors, parents, students, and school personnel
- Skill in the use of wheelchair lift equipment and other special equipment used in transporting special education students
- Skill in caring for special education students requiring critical services

Experience:

Some experience working with special education students preferred; or, any combination of education and experience that would provide the above noted knowledge, skill and ability



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Distinguishing Characteristics:

This is an entry level position in the Transportation Department. An employee in this classification contributes to the care and safety of students by freeing the bus driver to operate the bus in a safe manner. Work involves physically assisting special education students and attending to their behavior. Work is performed under general supervision and in accordance with specific guidelines and procedures for transporting students with identified special needs.

MAJOR RESPONSIBILITIES AND DUTIES: (May not include all duties performed; not all incumbents perform all functions delineated.)

1. Assists the bus driver by providing physical assistance in helping special education students on and off the bus; assists in the operation of wheelchair lift equipment
2. Assists the driver in the use of special equipment such as harnesses, seat belts, and wheelchair tie-downs; assists students in braces and on crutches
3. Keeps students in correct seats and enforces established bus rules
4. Monitors and attends to student behavior while in route; comforts and cares for sick students; monitors behavior and physical problems
5. Attends training sessions to maintain a high proficiency level needed to care for special education students requiring critical care services such as, suctioning, tracheotomy cleaning, and other special procedures
6. Attends in-service training meeting

Routes and Schedules/Safety and Others

7. Operate equipment according to established safety procedures. Make sure that seat belts, harnesses or car seats are used correctly and help students use safety devices when needed.
8. Follow emergency procedures including evacuation of students as needed and assist driver to administer first aid, if necessary.
9. Follow established procedures and techniques to perform job duties including lifting and assisting students.
10. Become familiar with and follow procedures established by transportation and special education departments.



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Routes and Schedules/Safety and Others (continued)

11. Assist driver keeping bus clean and performance of pre-and post-trip inspections.
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

School bus, safety equipment (flares, reflective signs), fire extinguisher

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Work is performed on and around a school bus, and requires sufficient physical strength, agility, and dexterity to perform all essential tasks, including moderate lifting (45 pounds or over) and carrying, positioning of students with physical disabilities, controlling behavior through physical restraint, assisting nonambulatory students, lifting adaptive equipment, moderate pulling and pushing, reaching in front of body and stretching overhead. Duties also require repetitive hand motions, frequent standing, walking, sitting, bending, squatting, stooping, and climbing. Work also requires acuity and physical dexterity in the frequent use of hand-eye coordination and manipulative skills using fingers, limbs and body in operating special equipment and assisting special education students. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. District and state travel may or may not be required; frequent prolonged and irregular hours possible.

Employee is exposed to potential road hazards, including accidents, fumes from exhausts, loud noises, and adverse weather conditions. Employee is also exposed to potential physical hazards when operating wheelchair lift and other special equipment, and when assisting students on and off the bus. Work may expose employee to potential biological hazards from student body fluids and possible biological exposure to bacteria and communicable diseases. Work requires compliance with safety procedures and may require the use of safety clothing and equipment.

EVALUATION: Auxiliary Evaluation

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2017