



JOB DESCRIPTION

DESCRIPTOR	RESPONSE	DESCRIPTOR	RESPONSE
POSITION TITLE	Bus Monitor	POSITION CODE	52
CLASSIFICATION LEVEL		EEO – 6 CATEGORY	53-6061
PAY GRADE LEVEL	G 2	PROVISIONAL PERIOD	3-Months
FLSA STATUS	Non-Exempt	ASSIGNMENT CATEGORY	Full-Time
DIVISION/DEPARTMENT	Child Development & Family Services	LOCATION	Polk and St. Lucie County

SUMMARY:

The Bus Monitor reports to the Bus Driver and is responsible for assisting Bus Driver by maintaining order and promoting safety while students are transported on the bus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following:

- Maintains order on the bus by keeping children seated and occupied while bus is in motion.
- Assists children in buckling and unbuckling seat harness.
- Greets and assists students entering and departing bus.
- Greets parents with respect and courtesy.
- Assist the driver in providing age appropriate activities to reduce inappropriate behaviors while transporting children.
- Ensures that children are release to authorized person.
- Familiarizes self with children, their names, and bus stops.
- Ensures transportation safety rules are followed by all children.
- Completes attendance report.
- Ensures daily attendance records are completed and submitted.
- Completes referrals as needed and submits them to appropriate supervisor for follow up.
- Assists bus driver to ensure cleanliness of the bus.
- Assists the bus driver in the maintenance of the first aid kit.



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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends required trainings, meetings and conferences to keep abreast of educational trends and enhance knowledge.
- Assigned daily to center/classroom during non-transportation hours.
- Reports suspected child abuse and neglect situations.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION 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 the individuals with disabilities to perform the essential functions.

Ability to communicate successfully.

Basic addition and multiplication.

EDUCATION AND/OR EXPERIENCE:

High School diploma or General Education Diploma (G.E.D.).

REASONING ABILITY:

Ability to draw reasonable conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Florida Driver's License

OTHER SKILLS and ABILITIES:

Must have own means of transportation.



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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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop; kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 25 pounds.

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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to extreme heat.

The noise level in the work environment is usually moderate.

APPROVED BY: (Name/Title)	Deloris Johnson, Chief Executive Officer
DATE APPROVED:	July 1, 2017
DATE REVIEWED/REVISED:	July 1, 2017

CONFIRMATION OF RECEIPT:

Signature _____ Date _____