

# Bus Monitor

## Chickasha Public Schools

**Job Title:** Bus Monitor

**Location:**Transportation

**Immediate Supervisor:**Bus Driver

**Supervises:**NA

**Purpose of Position:**

To provide safe and efficient transportation in order to assist students in achieving educational success.

**Qualifications:**

High school diploma or **GED**

Physically capable of performing prescribed duties

<b>Physical requirements:</b>	<b>Skills, knowledge and abilities:</b>
<ul style="list-style-type: none"><li>• Good health and high energy level</li><li>• Ability to lift objects weighing <b>20 lbs.</b> or more</li><li>• Ability to climb &amp; descend steps</li><li>• Extensive sitting &amp; bending</li><li>• Ability to tolerate a stressful environment</li><li>• Ability to lift objects above shoulder level</li><li>• Good vision and hearing</li></ul>	<ul style="list-style-type: none"><li>• Ability to read warning labels and safety documents</li><li>• Ability to comprehend and follow both written and oral instructions</li><li>• Ability to communicate by giving comprehensible oral instructions</li><li>• Ability to perform basic numerical calculations</li><li>• Ability to perform routine tasks without close supervision</li><li>• Plan, schedule and organize work</li><li>• Ensure the quality of work as measured against established standards</li><li>• Ability to administer first aid and CPR</li></ul>

**Essential Job Functions** (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the Supervisor)

- Comply with School Board Policy
- Be alert to safety conditions; anything found unsafe should be reported to the bus driver and rendered safe as soon as possible
- Communicate and confer frequently with the bus driver
- Aide and assist the school bus driver in the enforcement of school district rules
- Maintain student discipline; report discipline problems using district approved procedures and citations
- Assist student on and off the bus as needed
- Comply with relevant laws and procedures for the storage, use and disposal of chemicals, trash, rubbish, waste and blood borne contaminated items
- Interact positively with students, parents, teachers, etc
- Be of good moral character, displaying a positive attitude
- Respect the privacy of confidential matters relative to students, patrons and personnel

- Use good judgment at all times
- Comply with all items contained in the district's Hazard Communication Program
- Attend quarterly safety meetings as scheduled by the district safety coordinator

**Other Job Functions:**

- Perform other duties that may be necessary to achieve job purpose, or that may be assigned
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

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Employee Signature

Date