

**Ware County School System**  
**Job Description**  
*Classified Personnel*

Site: Transportation Department  
Position Title: Bus Monitor  
Reports To: Coordinator of Pupil Transportation  
Work Year: 180 days  
FLSA Status: ☐ Exempt ☒ Non-Exempt

Primary Function: To assist driver in supervising students and maintaining an orderly bus so that the driver can concentrate on driving the bus safely.

**Qualifications:**

- ☐ Educational Level: High School Diploma or its equivalency preferred
- ☐ Certification/Licensing: None
- ☐ Proficiency Skills: See below.
- ☐ Personal Skills: See #5 below.
- ☐ Physical Skills: Be able to get on and off bus numerous times and in all types of weather, up and down in a seat.

**Essential Duties:**

1. Maintains a pattern of prompt and regular attendance.
2. Demonstrates appropriate communication skills as applicable for the job.
3. Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.
4. Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
5. Shows initiative and assumes responsibility for all aspects of job responsibilities.
6. Performs routine duties and tasks with little or no direct supervision.
7. Limits personal business and phone calls to a minimum during work hours.
8. Treats all individuals, including students, coworkers, parents, and the public with dignity, respect, and courteousness.
9. Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, as related to job requirements.
10. Learns and remains up-to-date on school district policy and procedures and state laws and regulations regarding pupil transportation.
11. Exhibits time on task, a flexible, cooperative and hard-working attitude.
12. Takes direction and guidance from supervisors in a cooperative manner.
13. Communicates and cooperates with the driver, students, and others as needed.
14. Learns to use the basic equipment on the bus such as the wheelchair lift, tie downs, seatbelts, etc.
15. Notifies the driver of any discipline problems that are developing.
16. Works in conjunction with the driver on student discipline referrals and incident reports as deemed necessary by the Transportation Director.
17. Attends meetings and conferences with administrators as necessary. Attends training classes, courses, workshops, and meetings as directed by Transportation Director.
18. Respects the confidentiality of the students. Reports child abuse immediately to the Transportation Director.
19. Reports all safety problems and potential safety problems to the Transportation Director.
20. Assists the driver-in-training with student management during transport.
21. Works with students to monitor and improve bus behavior.
22. Assists students as they board the bus, both to and from schools.
23. Assists the driver in checking for students in or near the danger zone.
24. Assists the driver with emergencies and emergency evacuations.
25. Assists in identifying and accounting for students in an emergency situation.
26. Assists in transferring students from one bus to another in the event of mechanical failure.
27. Learn the route including stops, where children get off, who is allowed to meet the student, etc.
28. Learn students' both by name and bus stop.
29. Appearance must be neat and professional. No backless shoes (tennis shoes are preferred). Use good personal hygiene (bathe daily and wear clean clothes).
30. Learn to use safety equipment on the bus such as the fire extinguisher, first aid kit, body fluid clean-up kit, etc.
31. Responsible for other duties as assigned by Director of Transportation or the Superintendent.

## **Important Notes**

### **ESSENTIAL DUTIES**

**Job descriptions** are designed and intended only to **summarize the essential duties**, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed—even if seemingly unrelated to the basic job.** Every employee has a duty to perform all assigned tasks. *(An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Assistant Superintendent of Personnel Management).* It should also be noted the **order of performance responsibilities** as listed in the job description is not designed or intended to rank duties in any order of importance relative to each other.

### **QUALIFICATIONS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**I acknowledge the duties of this job and understand the responsibilities required of the position.**

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**Print Employee's Name**

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**Date**

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**Signature of Employee**

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**Print Supervisor/Principal Name**

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**Date**

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**Signature of Supervisor/Principal**