



## **A-C Central Community Unit School District No.262**

501 W. Buchanan St. / P.O. Box 260, Ashland, IL 62612

Phone: (217) 476-8112

# **Bus Monitor**

### **SUMMARY**

Ride buses, assist with student attendance and monitor student behavior to maintain safe and orderly transportation.

### **JOB GOALS:**

Assist in the safe and orderly transportation of students.

### **QUALIFICATIONS**

Not specified, but must possess the ability to follow verbal instructions & communicate effectively; ability to operate safety equipment; ability to maintain confidentiality; ability to work effectively with children.

### **DUTIES**

1. Assists children in getting on the bus and to assigned seats.
2. Ensures any passenger who needs to be restrained is done so properly.
3. Maintains order and behavior of children on the bus so the driver will not be distracted from driving safely.
4. Maintains a positive, calm attitude, and soft voice while working.
5. Assists children in leaving the bus safely.
6. Protect all children from physical or verbal abuse by other students and immediately report any incident to the principal.
7. Communicates with parents, administrators, and teachers regarding bus behavior.
8. Checks bus at the end of the route to determine if all children have departed; personal items are returned; any damage reported; any clean up taken care of.
9. Learns bus routes to be of assistance to substitutes.
10. Maintains an updated bus roster of phone numbers, schedules, and students.
11. Assists with disinfecting seats, handrails, windows, and floors; keeping bus clean.
12. Retrieves messages and answers phone for driver.
13. Attends at least one bus evacuation drill per year.
14. Be able to follow established procedures including lifting, assisting students, etc.
15. Be knowledgeable of procedure to assist driver if incapacitated.

### **SCHEDULING**

Varies according to bus route assigned.