

<b>Job Title:</b>	Bus Monitor Aide	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Transportation Coordinator	<b>Pay Grade:</b>	TR1
<b>Dept./School:</b>	Transportation	<b>Date Revised:</b>	August 31, 2023

**Primary Purpose**

Assist driver with students to ensure safe and orderly transportation.

**Qualifications****Special Knowledge/Skills**

- Ability to read, speak, and communicate in English.
- Ability to operate safety equipment and adaptive equipment
- Ability to follow written and verbal instructions
- Knowledge of student discipline procedure

**Experience**

None

**Major Responsibilities and Duties**

1. Assist students in boarding and deboarding the school bus.
2. Maintain discipline and ensure the safety of students on the bus and report discipline concerns to campus administration.
3. Communicate with teachers and parents daily regarding student behavior while on the bus.
4. Maintain an updated route schedule.
5. Maintain and submit Special Education Transportation Logs weekly.
6. Follow administrative procedures pertaining to transportation of all special education students.
7. Assist bus driver with pre-trip and post-trip inspections.
8. Ensure seat belts, harnesses, and/or car seats are utilized by students as deemed necessary.
9. Follow emergency procedures and assist driver to administer first aid if necessary.
10. Operate student medical equipment as needed.
11. Sit at the rear of the bus to ensure proper supervision of students.
12. Inspect the school bus at the end of each run to ensure no students or objects are left on the bus.
13. Follow established procedures and techniques to perform job duties including lifting, assisting students, etc.
14. Help driver keep bus clean.
15. Work irregular hours as needed.
16. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Wheelchair lifts, special needs adaptive equipment, safety equipment, and fire extinguisher.

**Physical and Mental Job Requirements****Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent walking, stooping, bending, kneeling, pushing, and pulling; moderate lifting and carrying. Work outdoor and indoor; work around vehicles and machinery with moving parts; moderate exposure to extreme temperatures and vehicle fumes. Must be able to lift up to 45 pounds. Must be able to walk up and down bus steps multiple times, daily.

**Terms of Employment**

182 days; hourly rate to be established by the Board of Trustees

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.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.