Bus Monitor
Job Description

Nature of Work
To assist the bus driver in providing safe and punctual transportation to and from classroom sites. Observe and monitor behavior of children, interact with parents and staff to promote the well being of children.

Education
Minimum of High school diploma or GED

Essential Functions
- Be familiar with and adhere to the Head Start Program Performance Standards, State of Louisiana licensing requirements, the RCCDC written work plan, and agency’s policies and procedures
- Maintain an open, friendly, professional relationship with all staff and families, to include respect for culture, diversity and ethnicity.
- Participate in annual program self-assessment and continuous quality improvement initiatives of the overall program.

Position Specific Essential Functions:

Monitoring & Safety
1. Assist children in boarding and exiting the bus.
2. Complete daily sign on & off sheets, accounting by name all children getting on and off the bus.
3. Ensure that all children are secured in weight/height appropriate seatbelts or restraints and that while seated all adults use available seatbelts.
4. Visually observe the health of each child on the bus.
5. Ensure that any behavioral issues do not compromise the safety of any child on the bus or the ability of the bus driver to safely operate the vehicle.
6. Collaborate with the bus driver to ensure that each child is delivered to the care of the responsible adult upon leaving bus as indicated on the Child Release Form.
7. Ensure that the responsible adult (authorized list) signs for the child upon leaving the bus.
8. Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind.
9. Assist the bus driver with any emergency situations following all rules and regulations as they pertain to school bus safety and child health.
10. Fill out reports as appropriate. (ie. accident/incident; cell phone use log; visual inspection form)

Maintenance, Communication & Other Duties
1. Assist driver with keeping inside of vehicle picked up.
2. Responsible to do walkthrough of bus (looking for children and or items left behind) prior to being dropped off.
3. Assist driver with evacuation drills.
4. Maintain positive communications with parents, drivers and site staff, relaying information to appropriate parties as needed.
5. Attend any trainings or meetings as required by Transportation/Facility Manager.
6. Assist with generating In-Kind.
7. Other duties as requested.

Required Knowledge, Skills and Abilities
- Experience (typically one year) working with groups of pre-schoolers (ages 3-5), knowledge of age appropriate behaviors and safety practices a plus.
- Knowledge of safety practices as they relate to pre-school children.
- Good written and oral communication skills and basic math skills.

SPECIAL CONSIDERATIONS

Employees within this classification are required to:
- Pass a criminal background check.
- Pass a physical examination and Complete Tuberculosis (TB) test every three years.
- Maintain a current First Aid and CPR certification (training provided)
- Ability to visually assess the health and behaviors of children.
- Occasional lifting of up to 50%, typically placing children into seats and ability to carry or drag a child in an emergency situation out of the bus to a safe area.
- Frequent bending at neck, frequent bending at waist and knees and occasional squatting.
• Occasional climbing to enter and exit bus
• Daily sitting about 85% of riding time
• Be able to perform duties in an active environment with changes in climate and noise level.

Position Reports to: Center Director
FLSA Status: Hourly/Non-Exempt

ACKNOWLEDGMENT:

I fully understand that this job description is not intended to be a contract for employment, and that the employer reserves the right to make any necessary revisions to the job descriptions at any time without notice.

My supervisor has afforded me a one on one review of my job description. I fully understand the duties and responsibilities of the job and my supervisor's expectations where this job is concerned. I am able to perform all duties as outlines.

______________________________________________    _________________________
Employee’s Signature         Date