**JOB DESCRIPTION FOR: Bus Monitor**

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REPORTS TO: Assistant Superintendent for Student Services and Support

QUALIFICATIONS: As determined by the Board of Education

GENERAL RESPONSIBILITIES:

Assist school bus driver in maintaining discipline while bus is in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required.

DUTIES:

1. Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation.
2. Consult with and assist bus driver in documentation of student information, record keeping and completing route surveys.
3. Assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
4. Assist parents and school personnel with safe loading and unloading of students; coordinate seating of pre-kindergarten students as required by State Transportation Guidelines.

 5. Communicate with classroom assistants, teachers, principals and parents concerning student background, medical problems and behavior as appropriate.

 6. Maintain current knowledge of Emergency Evacuation procedures.

 7. Assist handicapped children on and off the bus and escort children across street upon return home; lift children as required; assure responsible adult meets students leaving the bus.

 8. Attend in-service meetings and training courses as assigned.

 9. Performs other duties as assigned.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION May 17, 1999

REVIEWED, REVISED AND RE-ADOPTED: December 19, 2016

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