



<b>Title:</b>	Bus Monitor
<b>Reports to:</b>	Director of Transportation
<b>Terms of Employment:</b>	School Days Only
<b>Salary:</b>	NC State Salary Schedule

### **Job Requirements:**

A bus monitor must be able to:

Understand and follow written and oral instructions;

Maintain order on the bus while children are being transported;

Assist children on and off the bus at proper stops in a safe, orderly manner;

Establish good working relationships with the children, parents, bus driver and other staff;

Communicate effectively, both orally and in writing;

Be physically capable of maneuvering down narrow bus aisle to intervene when a student's safety is at risk. **Examples may be emergency evacuation and/or fight between students**

### **Job Duties and Responsibilities**

As a monitor, assistance should be provided to children when getting on the bus and to assign seats if applicable.

Ensures all passengers with prior approval from school administration and guardians, to be either in seatbelts or other harnesses are properly restrained while riding the bus.

Maintains order and behavior of children on the bus so the driver will not be distracted from safe driving.

Needs to maintain a positive, calm attitude and a soft voice while on the job.

Protects all children from physical punishment or verbal abuse by anyone and immediately reports any such incident by write up form to School Administration or if immediate assistance is needed by radio.

Must be willing to assist the bus driver with any other duties that may be vital to the safe transport of students.