

George County School District

School Bus Monitor Description

APPROVED

APR 07 2016

G C SCHOOL BOARD



Job Purpose

- Assist the school bus driver in maintaining a safe, orderly, and supportive environment during student transportation.
- Supervise students while the bus is in operation and assist with loading, unloading, seating arrangements, and required documentation in accordance with district and Mississippi Department of Education (MDE) guidelines.

Knowledge, Skills, and Abilities

- Knowledge of safe practices and procedures related to school bus transportation.
- Ability to effectively supervise students and maintain appropriate behavior using positive reinforcement and clear expectations.
- Knowledge of emergency evacuation procedures and ability to assist in implementing them.
- Ability to operate and secure specialized equipment, including wheelchair lifts, tie-downs, safety vests, and car seats.
- Ability to maintain accurate records and documentation.
- Effective oral and written communication skills.
- Ability to establish and maintain cooperative working relationships with students, parents, drivers, teachers, and administrators.
- Ability to remain alert and monitor the bus environment for potential safety hazards.
- Physical ability to assist students with mobility needs, including lifting, bending, securing equipment, and exiting through emergency doors when necessary.

Minimum Qualifications

- High School Diploma or GED preferred.
- Ability to complete Mississippi Department of Education (MDE) Bus Monitor training and orientation.
- Current CPR and First Aid certification, or willingness to obtain within a specified timeframe.
- Must pass a criminal background check, child abuse registry check, and pre-employment drug screening.
- Must be physically able to perform essential job duties.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Assist the bus driver in maintaining appropriate student behavior and a safe bus environment.
- Help students board and exit the bus safely, including assisting with seating and securement of students and specialized equipment.
- Operate wheelchair lifts and ensure mobility devices and restraints are properly secured before the bus is in motion.

- Monitor student conduct during transit and document and report concerns in accordance with district procedures.
- Assist with required recordkeeping, route surveys, and documentation as directed.
- Communicate appropriately with parents, teachers, principals, classroom aides, and other staff regarding student needs or concerns.
- Observe students for signs of illness or distress and notify the driver or appropriate personnel as needed.
- Assist in conducting required emergency evacuation drills and support emergency procedures when necessary.
- Participate in assigned in-service meetings and training sessions.
- Perform other job-related duties as assigned by the immediate supervisor or Superintendent; limited travel may be required.
- Supports the George County School District Core Beliefs and Mission.

Reports to: Transportation Coordinator

Terms of Employment: At Will / 183 Days FLSA Status: Non-Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date