

# Douglas Public Schools

## Job Description

The **Bus Monitor** assists the School Bus Driver in the daily monitoring of student travel to and from school in a safe manner and in accordance with the Special Education Transportation Guidelines and Douglas Public Schools policies.

### **FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:**

This position is classified as *Non-exempt*

### **REPORTING STRUCTURE:**

The Bus Monitor reports to the Director of Special Education and Student Support Services.

### **QUALIFICATIONS:**

1. High School Diploma or equivalent

### **DUTIES:**

1. Reviewing students' transportation plans
2. Assists students boarding and exiting school bus safely
3. Monitors health and safety of students based on current district health and safety protocols
4. Secures, as necessary, students' seatbelts an/or wheelchairs
5. Communicates with students, parents, and staff in a professional and courteous manner
6. Maintains discipline of students on the school bus (i.e. keeps students from leaning out windows, staying in the seat, respecting other riders, and using appropriate language, etc.)
7. Ability to write incident reports and correspondence as necessary
8. Must be familiar with the route to aid in the event of a substitute driver
9. Perform other related tasks as assigned

### **PHYSICAL WORKING CONDITIONS:**

This work is performed on a bus, with brief periods outside, may be in inclement weather. Work involves moderate physical exertion, such as walking, standing, stooping, kneeling, reaching, and carrying, pushing and pulling equipment and/or supplies, weighing up to 50 pounds; Manual dexterity to assist students and students with physical challenges and possibly wheelchairs; Speech and hearing to give and receive instructions and information.