

## SCHOOL BUS MONITOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for monitoring the behavior of student passengers, overseeing the loading and unloading of student passengers and assisting student passengers and bus drivers as needed. Duties include maintaining order and decorum on the school bus by managing the conduct of the student passengers. Work is performed under general supervision of school administrators. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Rides on school bus in order to perform duties and responsibilities;

Monitors and maintains order on school bus and ensures that student passengers are seated while bus is in motion;

Oversees and monitors student passengers and their behavior;

Assists student passengers to climb aboard, enter, and leave, climb down from, the bus;

Seats and places student passengers as necessary;

May operate lift and secure restraint devices and wheelchair locks to load and unload student passengers with disabilities;

Provides other assistance to students and drivers as needed;

May operate a lift to load and unload handicapped student passengers and secures restraint devices and wheelchair locks;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good powers of observation; familiarity with the various bus routes in the district and their stopping places for students; ability to understand and follow oral and written directions; ability to get along well with students and command their respect; working knowledge of first aid methods; dependability.

### MINIMUM QUALIFICATIONS\*:

- a) Pass Physical Performance Test (PPT) prior to appointment; and
- b) Meet minimum age requirement of 19 years at time of appointment.

### SPECIAL REQUIREMENTS\*:

1. Minimum of 3 hours of Pre-Service training in: Special Needs Transportation, Child Management, Assisting All Pupils to Safely Embark and Disembark a School Bus, School Bus Safety.
2. Two (2) refresher sessions each year.
3. 10-hour Basic Course, required for all monitors hired after July 1, 2003.

\*Qualifications and training required by New York State Education Law, NYCRR Title 8, and NYSED Regulations, effective July 1, 2003. Provision of training is the responsibility of the school district.