BUS MONITOR
JOB DESCRIPTION

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;
Follow basic principles of early childhood development as outlined in training.

Nature of Work

Hours of work and schedule are determined on an annual basis, based upon program needs and availability of funds.
Work involves assisting the bus driver in maintaining order on the bus, and assuring the safety of the Head Start children while entering, riding, and departing from the bus.
The bus monitor has no direct supervisory responsibility.
 Supervision and evaluation of the incumbent is done on the primary level by the bus driver and on the secondary level by the center director.
Training and technical assistance is provided by the center director and the assistant executive director (AED).

Job Duties and Responsibilities

Assists children in getting on the bus and to assigned seats.
Ensures all passengers 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.
Maintains a positive, calm attitude and a soft voice while on the job.
Protects all children from physical punishment or verbal abuse by anyone in any program activity, and immediately reports any such incident to the center director or person in charge.
Assists the children in getting off the bus safely.
Releases children only to persons listed on the Child Release Form, and requires identification from any unknown or new person on the list.
Notifies the center director of concerns regarding the children’s health, behavior, or emotional state.
Learns bus route and makes the substitute driver aware of it when necessary.
Verifies Regina Coeli Child Development Center (RCCDC) cell phone is kept on the bus during routes and notify center director when phone is not in proper working order.
Completes the RCCDC Cell Phone Use Log daily.
Checks the bus to assure there are no children remaining on the bus at the end of each route.
Completes the bus Visual Inspection Form at the end of each route.
Removes trash and litter from bus daily.
Cleans and disinfects the bus interior including seats, handrails, windows, and floors daily.
Assists the bus driver in cleaning exterior of bus and windows as needed.

Maintains a list on board the bus of all children authorized by the director to ride the bus, and
indicates daily the children actually riding the bus and to whom each child is released.
Updates bus seating chart as needed and keep a current chart on file in the office and on the bus.
Assures fire extinguisher, body fluids kit, first aid kit, and seat belt cutters are properly labeled and
secured in designated locations at all times.
Follows all RCCDC policies and procedures and Head Start guidelines for the safe operation of the
bus.
Attends all training opportunities as provided and all staff meetings when called by the director.
Performs any other task deemed necessary by the director.

**Job Classification and Compensation**

This position is assigned to range 5 of the current pay plan for an employee who does not possess a
current Child Development Associate Credential (CDA) and to range 6 for an employee who
does possess a current CDA.
This is a non-exempt position, meaning that it is not exempt from the hourly wage and labor laws.
It is understood that the incumbent will work the hours described under the Nature of Work.

Approved by RCCDC Board 2/11/2004
Approved by RCCDC Policy Council 2/17/2004