

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Bus Monitor

**REPORTS TO:** Assistant Supervisor of Transportation

**JOB SUMMARY:** Assists the school bus driver to safely transport children to and from school. Many of the students are physically and/or mentally challenged and require adult assistance.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Monitors conduct of students on the school bus to maintain safety and discipline. Directs loading of students on bus to prevent congestion and unsafe conditions. Rides school bus to prevent altercations. Communicates with other school personnel, situations and tendencies regarding special needs children.
2. May have to physically assist certain children on and off vehicle making sure seat belts are properly fastened. Assist in securing wheel chairs when assigned to vehicles equipped with lift equipment.
3. Observes all mandatory safety regulations for school buses. Reports malfunctioning of equipment while enroute to and from school to garage personnel immediately. Reports lateness due to mechanical failure or other reasons to the proper authority. Transports only authorized children and discharges them only at authorized stops.
4. Reports any accident, regardless of how minor, with complete information as to the type of accident and necessary details. Completes necessary incident reports for the principal if any disciplinary incidents/situations occur.
5. Works a split work day as required by the school arrival and dismissal times for the routes assigned.
6. Assists in the training and inservicing of other school bus monitors.
7. Performs other duties as assigned.

**QUALIFICATIONS:** High school diploma or equivalency certificate; knowledge and ability to operate and maintain equipment on the bus; satisfactory score on any test required.

**REQUIREMENTS:** Medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist; to use fingers to pick, feel and grasp objects; some stooping, bending, kneeling, and twisting of the body; ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs; and ability to mostly sit with some walking and standing or moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office, and athletic facilities ADD and vehicle interior environments. Subject to inside and outside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high level of stress.

**COGNITIVE ABILITY:** Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks within close time proximity. Ability to exercise good judgment.

**SPECIFIC SKILLS:** Must possess computer skills.

**CLASSIFICATION:** Support staff; 10 month classification. Cabinet code – N.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation of support personnel.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

