



# NOTICE OF VACANCY

**Application Deadline: UNTIL FILLED**

Posting Date: October 24, 2019

**TITLE:** Bus Monitor

**REPORTS TO:** Transportation Director

**SUPERVISES:** N/A

**TERM:** 10 months

**JOB GOAL:** The responsibilities of a bus monitor are: assist school bus driver in maintaining discipline while bus is in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required.

## **QUALIFICATIONS:**

- High School diploma or GED
- Effective decision-making as well as written and communication skills
- Lift up to 50 pounds

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

## **PERFORMANCE RESPONSIBILITIES:**

Job Description: Bus Monitor

1. Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation.
2. Consult with and assist bus driver in documentation of student information, record-keeping, and completing route surveys.
3. Assist driver in assuring seat belts, harnesses and wheelchair clamps are secured.
4. May operate a special ramp bus; loads and unloads students in wheelchairs on and off bus, inspecting wheelchair for operational safety; operates ramp; positions and secures wheelchair in bus with monitor.
5. Assist with conducting safety and operational inspection of assigned vehicle daily.

6. Attends in-service meetings and training programs as required.
7. Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
8. Assist with preparing reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
9. Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
10. Establish and maintain cooperative working relationships with others
11. Assist with other duties as assigned.

**APPLICATION PROCEDURE:**

Submit a Fayette County Public Schools online application found at [www.fcsk12.net](http://www.fcsk12.net). The application link is located on the apply page under the employment tab.

Position is available until filled.

Fayette County Public Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment, which is unrelated to the ability to engage in activities involved in the position of program for which the application has been made.