



EMPLOYEE NAME: _____

Revised: 1/86; 9/92; 3/93; 5/93; 8/93; 4/94; 5/94; 11/94; 5/95; 9/96;
4/08; 1/11; 10/12; 3/15; 6/18; 11/23

JOB DESCRIPTION

POSITION TITLE: School Bus Monitor, SPED	JOB CODE: 464C
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Transportation	WORKDAYS: 178
REPORTS TO: Field Coordinator, SPED	PAY GRADE: Rank R (NW20)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Rides the school bus and acts as an aide to the bus driver assisting the students with medical needs and controlling behavior.	
REVISION DATE(S): 11/23	

REQUIREMENTS:

1.	Educational Level: None; High School Diploma or HSE preferred
2.	Certification/License Required: None
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; lifting, bending, standing, ability to lift equipment and/or student weighing a minimum of 40 pounds
5.	Knowledge, Skills, & Abilities: Written and oral communication. Proper use of payroll reporting device.
6.	Other: Pre-employment and annual physical examination; must successfully complete Bus Monitor Training Program provided by Cobb County Transportation Department

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance; work hours are a split shift and may vary during the school year.
2.	Contacts dispatch during timeframe published in the Driver’s Handbook to report same day absences.
3.	Rides bus on each route to ensure physical and emotional safety of children.
4.	Learns the route in order to assist a substitute driver.
5.	Assists the driver in keeping appropriate records pertaining to problems arising on the bus.
6.	Attends required training meetings and all other meetings as requested.
7.	Assists with loading and unloading students, as well as seating and safety belting students.
8.	Understands the operation and correctly physically secures wheelchairs, mobility chairs, child restraint systems or any other type of adaptive equipment required by the students, including equipment such as walkers, quad canes, crutches, voice boxes, etc.
9.	Keeps up with student belongings, coats, personal bags, written communication from home/school, etc. for those students who are not capable of caring for their personal effects.
10.	Assists the driver in emergency situations; understands how to operate emergency exits from the bus, as well as lift students if necessary; understand which situations would require evacuations and in which situations the students would be safer on the bus; understands and is prepared to take over an evacuation if the driver is unable to direct the situation.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____