

RIVERBEND HEAD START & FAMILY SERVICES JOB DESCRIPTION

TITLE: Bus Monitor
REPORTS TO: Bus Transportation Coordinator

MISSION: To enable children and families to develop positive skills to meet life’s challenges.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to:

1. The Bus Monitors assist children in the bus loading and unloading processes.
2. The Bus Monitors ensure that the children remain safely seated while bus in in motion.
3. This position ensures that there are no children left behind on the bus after the route is completed.
4. This position cleans inside of bus picking up any trash and any other items left by the children.
5. The Bus Monitors conduct emergency evacuations from the bus, including use of exiting by the emergency door.
6. This position assists in pre-trip and post-trip inspections of the bus.
7. The Bus Monitors communicate behaviors problems of children with the Bus Driver, Bus Transportation Coordinator, their designee and appropriate Agency staff.
8. The Bus Monitors will participate in all ongoing and required trainings to include but not limited to Dept. of Transportation (DOT), Illinois Dept. of Children & Family Services (DCFS), Head Start, Illinois State Board of Education (ISBE), Agency trainings, etc.
9. The Bus Drivers are required to follow all established Agency transportation policies and procedures.
10. This position must maintain confidentiality of all information pertaining to children and families enrolled with the Agency and Agency staff.
11. The Bus Monitors will maintain a positive relationship with the families and children enrolled in the program and Agency staff communicating all applicable bus department changes as needed.
12. This position cooperates and communicates appropriately and effectively with Agency staff, children, families and other individuals authorized to pick-up children from the bus.
13. This position attends staff meetings, in-services, etc. as required.

EDUCATION/EXPERIENCE:

High school diploma or equivalent is preferred. Previous applicable experience is preferred. Must be able to provide their own transportation to and from work and throughout the work day.

WORKING CONDITIONS:

Work is performed in a setting with moderate safety issues. Travel to outside meetings, trainings, conferences, home visits, Agency sites, etc. This position requires sitting, standing, bending and moderate lifting.

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their direct Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

Employee Signature

Date

Supervisor’s Signature

Date

