

Employee Posting Opportunity

Date of Posting: August 25, 2026

Position Title: Full-Time Bus Monitor

Location: Bus Depot

General Work Schedule: Monday – Friday (Approx. 30-40 Hrs Per Week)

Position Reports To: Bus Coordinator

Position Supervises: N/A

Education/Credentials/Experience:

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

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. Attends staff meetings, in-services, safety trainings, etc. as required.

Pay Ranges (minimum to midpoint): \$16.89 - \$18.31 Per Hour

Benefits: Available to full-time employees working 30 hours or more week

- Health insurance

- Dental insurance
- Vision Insurance
- Life Insurance
- 401(k) (Eligibility is after one year of employment)
- 401(k) contributions by Agency
- Employee assistance program
- Flexible spending account
- Additional life insurance
- Health reimbursement account (deductible assistance)
- Long-term disability
- Paid time off for Full-time and Part-time employees (Vacation, Sick and Personal)
- Holidays
- Professional development assistance
- Referral program
- Tuition assistance
- Mileage reimbursement
- Group Voluntary Accident, Critical Illness, Hospital Indemnity
- Employee eligibility begins the first of the month following 60 days of employment

For more information, contact: Natasha Moore – HR Assistant/Recruiter at 618-463-8909