

Job Description

BUS MONITOR

PACT for West Central Illinois

**ESSENTIAL FUNCTIONS**

1. Assists children to and from the bus as necessary to ensure safety.
2. Assists children in buckling seat belts and ensures that children remain seated and restrained in safety devices for the duration of the bus route.
3. Ensures no child is left alone on bus by walking the bus at the end of every route.
4. Completes necessary paperwork to ensure that the monitor has an accurate child count at all times. Maintains confidentiality of family and program records and information.
5. Works with teachers and parents to solve child management issues that occur on the bus routes.
6. Assists transporters with cleaning of child safety seats and the bus.
7. Assists in assigned classrooms when not on bus routes.
8. Ensures the health & safety of children during all program activities.
9. Attends specified staff meetings and training activities.
10. Drives the bus on scheduled routes and field trips in the absence of the regular bus driver.
11. Assumes responsibility for the familiarity of and compliance with all Head Start Performance Standards, Workplans, and Standard Operating Procedures.
12. To the extent able, performs such other duties and responsibilities as assigned by the Transportation Coordinator and Site Supervisor, or as may be required under applicable agency programs, contracts, or grants.

Nothing herein shall be construed as limiting the authority of the Director or the Parent Engagement Coordinator from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

## **QUALIFICATIONS**

Requires education equivalent to the completion of 12<sup>th</sup> grade and be 21 years of age.

Requires proof from Illinois driver's license facility of three years consecutive driver's license in Illinois, with no violations.

Requires ability to pass Illinois fingerprinting for criminal background check.

Requires, if does not already have, the ability to obtain an Illinois School Bus Driver's Permit, within four months of hire.

Requires ability and willingness to follow and comply with written and verbal directions, assignments and instructions from appropriate Supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool children, their families, staff and the agency effectively.

Requires the ability to drive program vehicles and/or personal vehicles to and from the home of clients for medical and dental examinations, or other program activities. Requires a valid Illinois Driver's License, an Illinois school bus driver's permit, reliable transportation and proof of agency requirements for automobile insurance.

Requires effective organizational and time management skills in order to complete program records, prepare required reports, arrange scheduling of clients, and submit required program materials according to agency timelines.

Requires the ability to tolerate varying weather conditions and temperatures in transportation of clients.

Requires ability to sit for long periods (2-4 hours) while riding in/driving vehicles.

Requires the ability to pass a medical examination certifying freedom from communicable disease and drug screening upon offer of employment and annually thereafter.

Requires the individual to give consent, at anytime while operating agency vehicles, to chemical tests for the purpose of determining alcohol level in the driver's blood. (Test resulting in alcohol concentration of more than 0.00 shall result in the cancellation of the school bus driver permit.

Requires the ability to lift and carry program materials and supplies, up to 30 lbs., or assess the lift load in order to ask for necessary assistance.

Requires the ability to stoop, crawl, kneel, and bend in order to speak to children at the child's eye level, to play with children, and to pick up toys and equipment from the floor. Lifts, carries and holds children up to 55 lbs. Assists children with physical, behavioral and emotional needs.

Requires visual and auditory ability in order to ensure the safety of children at all times in the classroom, on the playground, and on field trips.

Requires the ability to work well with young children using developmentally appropriate practices in the classroom, on the bus, and on field trips.

Requires the ability to use the telephone, copy machine, calculator and operate agency buses.

Requires the willingness/ability to learn new skills through workshops, conferences, and resources in order to enhance job development skills.

REPORTS TO:                      Transportation Coordinator

EMPLOYED:                      6-40 hours per week, 37-45 weeks per year

SALARY:                              \_\_\_\_\_

OVERTIME STATUS:              Non-exempt

Revised- 11/2020