

## **Bus Monitor Responsibilities 2019 -20**

- ❖ Report to your bus on time, check times at the office window if you are not sure.
- ❖ Promote safety and a positive riding experience for all passengers on the bus.
- ❖ Always conduct yourself in a professional manner which does not distract from the safe operation of the bus by the driver.
- ❖ Work cooperatively in a positive manner with all school personnel, parents, legal guardians, co-workers and caregivers.
- ❖ Communicate confidentially with school personnel and parents concerning background, medical and behavior concerns.
- ❖ Use of cell phones is PROHIBITED by Monitors while Students are on the bus, unless specifically asked to do so by Dispatch.
- ❖ Monitors are NOT permitted to sit in the front of the bus while students are on the bus. Sitting behind the side emergency door is the best location to watch the students.
- ❖ Limit your movement on the bus while the bus is in motion. Move when the bus is stopped in traffic or at a student stop. This is for YOUR safety.
- ❖ At the end of EVERY route, **DRIVER AND MONITOR both**, check the bus to ensure that NO CHILD IS LEFT BEHIND.
- ❖ Learn to read a route sheet. Assist the Driver with vision at turn-arounds and unusual traffic conditions such as extraneous weather conditions.
- ❖ Assist Driver in securing seat belts and safety vests/seats and wheelchair restraints as necessary. Know how to operate and trouble-shoot the lift.
- ❖ Assist Special Needs and Preschool students as needed on and off the bus. This includes escorting students across the roadway when necessary, lifting preschool students as required and helping to assure an authorized adult meets students leaving the bus when required.
- ❖ You MAY NOT carry ANY student on or off the bus, except in a bona fide emergency situation.
- ❖ You MAY NOT escort any student past the bus stop. We DO NOT escort students to the door.
- ❖ Assist parents and school personnel with safe loading and unloading of students.

- ❖ Assist Driver with seating assignments. Assist the Driver in documentation of student information, record keeping and completing route surveys.
- ❖ Make periodic inspections of the bus during transit to ensure bus policies are enforced which include: \*checking for food, drink. Only water is permitted on the bus. \*Inappropriate cell phone usage, includes NO picture taking or videos on the bus. \* Proper seating techniques \*overall bus behavior. **Never** get into a power struggle with a child. Write it up.
- ❖ Continually be aware of Bus Safety by not allowing students to block the aisle with carry-on items or improper seating techniques. Do not allow students to sit in the floor or stand in the aisle.
- ❖ Help the Driver maintain discipline, ensuring that students follow the bus rules.\*report unresolved student misbehavior problems to the driver\* Fill out disciplinary write ups as necessary.
- ❖ Assist with Emergency Evacuation Drills as directed by the Driver.
- ❖ Make yourself familiar with all emergency and safety related equipment on the bus i.e. know how to shut/release the emergency door, and windows. Know where to find the First Aid/Body Fluid Cleanup kits, and help ensure that they are continually stocked.

Perform any other duties as assigned by the Transportation Director or designee.