

PLUMAS LAKE SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Bus Monitor
DEPARTMENT: School Site
FLSA: Non-Exempt
REVISED:

REPORTS TO: FMOT Director
CLASSIFICATION: Classified
SALARY GRADE: 06
BOARD ADOPTED:

BASIC FUNCTION:

Assist school and transportation staff by supervising and ensuring the safety of pupils while being transported to and from school and during bus loading and unloading times.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Provide continuous supervision of pupils while on the school bus and during boarding and departure.
- Ensure students are seated safely and following bus safety rules and procedures.
- Assist younger or special needs students with entering and exiting the bus safely.
- Promote positive student behavior and reinforce safety expectations during transportation.
- Communicate any safety, behavior, or health concerns to the bus driver, site administrator, or transportation supervisor.
- Assist with maintaining order and calm during routes and emergencies.
- Report all accidents, incidents, or injuries immediately to the driver.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to high school graduation.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Reading and writing English communication skills.

ABILITY TO:

Follow verbal and written instructions and to effectively supervise children.
Establish and maintain effective working relationships with others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor or outdoor setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties; lifting light objects.