



Job Title: Special Education Bus Monitor

Exemption Status/Test: Auxiliary

Reports to: Route Supervisor

Date Revised: April 2021

Dept. /School: Transportation

Primary Purpose(s):

Assist the driver of a school bus that transports students with special needs to and from school and/or other designated location. Responsible for safe and orderly transportation of students on route as assigned.

Qualifications:

Education/Certification:

Required:

High School Diploma or GED

Satisfactory annual criminal history check

Must pass a pre-employment physical examination and drug screen

Experience:

Preferred:

Prior experience as a bus aide/monitor and/or daycare setting

Special Knowledge/Skills:

Ability to work well with students with special needs

Ability to secure wheelchairs and operate wheel chair lift as trained

Ability to operate safety and adaptive equipment as trained

Ability to annually complete required training as assigned

Ability to verbally interact with staff, parents, and the public in a positive manner

Ability to communicate effectively and appropriately via two-way radios

Ability to read maps/interpret directions for assigned route

Ability to follow written and verbal instructions

Ability to physically perform front and rear door bus evacuations

Ability to read and understand documents, including policies and procedure manuals

Major Responsibilities and Duties

1. Assist on assigned route daily while adhering to established schedules.
2. Assist in the completion of accurate updated and timely records including weekly attendance roster as assigned.
3. Operate equipment according to established safety procedures to ensure that seat belts, safety vests, and/or car seats are used properly.
4. Assist students on and off the bus according to their individual needs.
5. Assist students with the use of safety equipment as outlined in the students' Individualized Education Plan (IEP).

6. Maintain confidentiality of information regarding students with special needs as required by law and Garland ISD policies and procedures.
7. Follow assigned bus route as directed.
8. Display professionalism in dealing with students, parents, staff, and community.
9. Approach problem solving tactfully with directness and integrity.
10. Exert a positive influence and work in harmony with associates.
11. Respond to suggestions for improvement in a positive manner.
12. Keep assigned bus clean as required.
13. Maintain professional appearance.
14. Be mentally alert and physically able to perform all job functions.
15. Report all accidents and incidents to proper authorities with required information and within the appropriate time frame.
16. Manifest support for and compliance with the philosophy, policies, and procedures of Garland ISD.
17. Follow district policies and departmental procedures pertaining to individual assignments.
18. Maintain discipline and use appropriate and effective behavior management control over groups of students with special needs as trained.
19. Ability to maintain emotional control and de-escalate problems for students with special needs as trained.
20. Report student discipline problems to the appropriate administrator as required.
21. Attend monthly in-service or safety meetings as required.
22. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: School bus wheel chair lift operation; safety equipment; fire extinguisher; special adaptive equipment; and radio communication equipment

Posture: Ability to sit for prolonged periods of time; occasional bending/stooping; pushing/pulling; twisting; and lifting

Motion: Prolonged sitting and reaching, repetitive hand and arm motions.

Lifting: Frequent heavy lifting (45 pounds or over) and position of students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students, and lifting and moving adaptive equipment

Environment: Work outside and inside with moderate exposure to extreme temperatures (hot and cold) and weather conditions; moderate exposure to vehicle fumes; exposure to biological hazards (bacteria, communicable diseases; work around vehicles and machinery with moving parts; work irregular hours as needed

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.