Midwest Central CUSD #191
Job Description

Job Title: Bus Monitor	
Department: Transportation	**Location(s):** District
Position Reports to (name and title): Director of Transportation; additional supervision provided by the Assistant Director of Transportation and district administration	
Completed By and Date: Dr. Hellrigel (11/2026)	
Exemption Status:	

Position Summary

Assist the bus driver in providing safe, dependable transportation for students to and from school and school-sponsored activities. Supervise student behavior, assist with boarding, exiting, seating, and required safety restraints, support individual transportation needs, and assist with student checks and emergency procedures.

Essential Duties and Responsibilities

Student Supervision and Assistance

- Actively supervise students throughout each route, routinely account for all students, and monitor their safe entry and exit.
- Ensure students remain in their assigned seats and are properly seated with their backs against the seat, bottoms on the seat, and feet on the floor.
- Assist students who need help boarding or exiting the bus, including students with needs identified in an Individualized Education Program (IEP).
- Properly secure students in required child safety restraint systems and wheelchair tie-downs. Operate wheelchair lifts and other specialized transportation equipment when assigned and trained.
- Consistently reinforce district transportation expectations and Raider P.A.T.H. (Participate, Always Safe, Take Responsibility, Have Respect), including keeping hands and objects to oneself.
- Address student behavior calmly and professionally, using appropriate de-escalation techniques as needed.
- Treat all students fairly and respectfully. Approach each route without allowing previous incidents or frustrations to affect interactions with students.
- Enforce transportation rules regarding food, beverages, and electronic devices. Students may not consume food; only water in clear containers is permitted. Students may not play audio on their phones, take photographs, or record videos.
- Do not provide students with food, beverages, or medication.
- Promptly communicate student behavior concerns to the bus driver and assist with documenting incidents according to district procedures.

Transportation Safety and Bus Checks

- Follow transportation department procedures for monitoring students throughout the bus, including assigned aisle-monitoring responsibilities.
- Check the entire bus before leaving the final school drop-off location and again at the end of each route to ensure no students remain.
- Perform required checks for students remaining on the bus - The bus driver must also personally check the bus, even when the monitor has already completed a check.
- Upon returning to the transportation department, walk to the rear of the bus and inspect all seating areas, including beneath seats, for sleeping students, belongings, or anything out of place.

- Leave placement of the “This bus has been checked for sleeping children” sign to the bus driver or transportation administration.
- Exit the bus after completing required checks and before the bus enters the designated bus parking area.
- Enter the bus parking area only when accompanied by the assigned driver or authorized by a supervisor. Do not remain on a bus without the driver or while the bus is being fueled.
- Assist the driver as a spotter during backing maneuvers, following transportation department procedures.
- Immediately report all accidents and incidents to the transportation department and promptly submit required reports.
- Participate in required evacuation drills and assist the bus driver during emergencies by helping students exit safely, supervising students in the designated safe area, and accounting for all students.

Route Support and Communication

- Become familiar with assigned routes, student pickup locations, and local operating conditions, including locations outside district boundaries.
- Assist the driver with maintaining accurate route directions when requested.
- Maintain an accurate watch or other timekeeping device to track student pickup times.
- Use the bus radio for necessary work-related communication, follow established radio procedures, and refrain from unnecessary conversation.
- Keep a cell phone available and turned on when assigned special or emergency services so the transportation department can communicate information that should not be discussed over the radio.
- Complete required daily records, including special education transportation documentation.
- Report concerns involving drivers or coworkers directly to the Director or Assistant Director of Transportation.
- Communicate with the bus driver and transportation office regarding individual student needs, transportation concerns, and conditions affecting student safety.

Bus Cleanliness and Security

- Work with the driver to maintain a clean, orderly bus, using the provided trash container and broom.
- Assist the driver with cleanup when a student becomes ill.
- Ensure windows are secured at the end of each shift on both regularly assigned and substitute buses.

Professional Responsibilities

- Maintain dependable attendance and punctuality. Follow district procedures for requesting time off and confirm approval with the Director of Transportation.
- Schedule personal appointments outside assigned work hours whenever possible.
- Maintain professional conduct, language, and appearance, and follow employee handbook dress standards.
- Attend required safety meetings and training unless excused by the Director of Transportation.
- Remain flexible regarding route assignments, schedules, and student needs.
- Protect confidential student, family, employee, and district information, including transportation records and information about individual student needs.
- Carry district-issued identification while performing transportation duties.
- Perform other duties as assigned.

Terms of Employment

- Workdays, daily hours, and employment period will be confirmed by the Director of Transportation
- Shift start and end times are established by transportation administration and may change based on operational needs.
- Report to work at least 10 minutes before the assigned shift. Do not clock in more than 10 minutes before the scheduled start time.
- Work overtime when assigned.
- Work additional hours or assignments as directed by the Director of Transportation.
- Route assignments may change to meet transportation and student needs.

Skills, Education and Experience

- *Ability to supervise students and support a safe, orderly transportation environment.*
- *Ability to assist students with boarding, exiting, seating, and individual transportation needs.*
- *Ability to remain calm, exercise sound judgment, and respond appropriately to challenging student behavior.*
- *Ability to communicate effectively with students, drivers, supervisors, and district personnel.*
- *Ability to follow directions, safety procedures, and transportation department requirements.*
- *Ability to maintain accurate daily records and complete incident reports.*
- *Ability to work cooperatively and adapt to changes in schedules, routes, and assignments.*
- *Ability to perform required bus checks and physically assist students.*
- *Ability to learn and safely use child safety restraint systems, wheelchair securement systems, and other assigned transportation equipment.*
- *Ability to lift, hold, or carry 20 pounds or more during an emergency evacuation.*

Supervisory Responsibilities – Supervise students during transportation, boarding, exiting, and emergencies. Work cooperatively with the bus driver to maintain student safety and reinforce transportation expectations. No employee supervisory responsibilities are assigned.

Decision-Making Responsibility (if applicable) – Exercise judgment in supervising students, addressing behavior, and responding to immediate safety concerns within established transportation procedures. Refer concerns requiring further direction to the bus driver, Director of Transportation, Assistant Director of Transportation, or district administration.

Additional Information – None.

The above statements are intended to describe the general nature and level of work assignments for this position. The description is not intended to be an exhaustive list of all responsibilities, duties and skills required of the assigned personnel.

Employee Signature: _____ _____

Date

Supervisor Signature: _____ _____

Date