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Supersedes Date:	08/09/2012	Approved by MCCC Board:	04/06/2017
Performance Standard	1310.15 (c) & 1310.17	Component Affected:	Transportation

Mid-Columbia Children's Council Job Description

Title: Bus Monitor Department: Transportation
 FLSA Status: Non-exempt Reports to: Center Coordinator

To assist the bus driver in providing safe and punctual transportation to and from classroom sites. Observe and monitor behavior of children, interact with parents and staff to promote the well-being of children.

General Position Summary:

The Bus Monitor works in collaboration with the Bus Driver to provide safe and punctual transportation and to supervise children on their bus route. This position maintains a positive attitude when working with children and their families keeping the focus on safety and a comfortable riding environment.

Essential Functions/Major Responsibilities:

- Provide safe bus ride to three to five year olds, greeting parents and children during the bus route.
- Maintain attendance records for riders.
- Enhance flow of necessary paperwork and documents between homes and classroom sites.
- Interact positively with children throughout the bus ride Ensure each child is released to the care of an authorized individual on the Permission to Release form.
- Supervise children while on the bus, promoting the required use of seat belts for all passengers, and that all children are placed in appropriate height/weight child safety restraints.
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- Within the first 30 days of program year collaborate with the driver in teaching and assisting children with the correct safety procedures for boarding and exiting a bus, evacuation drills, and identifying danger zones around the vehicle.
- Walk to the back of the bus to ensure that all children have exited from the bus after every route
- Assist the driver in maintaining a neat and clean vehicle Assist the driver with pre- and post-trip vehicle check
- Participate in required staff meetings.
- Participate as part of the team through sharing work ideas, communicating, problem solving, and providing mutual support.
- Participate in professional development to improve job skills.

Secondary Functions:

- Monitor and report child abuse/neglect as a mandated reporter.

- Provide breaks to classroom staff and supervise classroom during mealtimes for short periods of time.
- Act as an advocate for MCCC.
- Other duties as assigned.

Supervisory Responsibility:

Position is not supervisory in nature.

Interpersonal Contacts:

Contacts are most often with small children, parents and other staff. The communication is generally face-to-face, email, telephone and texting. Communication may contain confidential, sensitive information

Specific Job Skills:

- Ability to function professionally with proper boundaries, positively and effectively as a team member, working with parents, staff, volunteers, other agency staff and the community.
- Knowledge of medical protocol procedures as needed..
- Knowledge of, or ability to learn, appropriate installation and use of Child Safety Restraint Systems (CSRS).
- Knowledge of age appropriate behaviors and how to manage children on a bus.
- Ability to pass and maintain a criminal background check meeting State, Federal &/or local guidelines for working with children.
- Ability to maintain confidentiality and use discretion when appropriate.
- Appreciation for and flexibility in dealing with diversity.
- Basic writing skills and the ability to use a computer and programs to complete forms.
- Ability to sit for extended periods of time, bend or stoop to child's level and climb into and out of bus; frequent use of the neck; ability to bend at the waist and knees.
- Ability to lift up to 50 pounds to assist in emergency evacuations.
- Ability to effectively communicate with individuals speaking other languages; Bi-lingual and bi-literate (English/Spanish) preferred. Some locations may require bi-lingual fluency.

Education and/or Experience:

- Current Infant/Child CPR and First Aid certifications and. Food Handler's certification, as required.
- One year experience working directly with young infants, toddlers and/or children preferred.

Job Conditions:

Work generally takes place in a school bus during daytime hours while transporting young children. Driving conditions may vary with weather extremes. The monitor may be exposed to various childhood health conditions (colds, flu, parasites, etc.) and bodily fluids.

I acknowledge that I have received a copy of this Job Description. I understand and recognize my responsibilities listed within this Job Description.

Print Name

Signature

Date