

PIKE-DELTA-YORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUS AIDE/MONITOR**

File 701

Reports to: Assigned administrator/supervisor

Job Objective: Monitors/assists students to ensure safe, efficient and courteous transportation services. *NOTE:* Safety is the top priority even if delays disrupt the regular schedule.

Minimum Qualifications:

- Valid state department of education license/permit as determined at the time of appointment.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Exhibits basic computer proficiency or commitment to acquire job-related technology skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Nonviolent Crisis Intervention (CPI) or similar training may be required for some assignments.

Physical Demands: Duties may require providing physical assistance to students.

NOTE: Blood-borne pathogen/communicable disease, child abuse/neglect, CPR and/or first aid/injury prevention training may be required as a condition of employment.

Board bylaw requirement: Employees shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district. Employees are required to serve as a role model for students in how to conduct themselves as citizens and as responsible intelligent human beings. Employees have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

Essential Functions:

1. Monitors and assists students under the guidance of the bus/van driver.

- Assists with passenger loading and unloading. Ensures passengers are seated before the vehicle moves. *NOTE:* The driver and bus aide/monitor work as a team on wheelchair lift vehicles to secure seat belts, wheelchairs and other mobility equipment.
- Communicates rules to students (i.e., expectations and consequences).
- Keeps the bus driver and school personnel informed about behavior concerns.
- Works with staff to identify student assistance strategies most likely to be effective.
- Attends to student concerns discreetly when assistance is requested.
- Provides help as needed when aware of passengers with medical/health considerations.
- Learns proper procedures to assist students during emergency bus evacuations.
- Learns how to operate fire/safety equipment.
- Helps the driver clean up spills or other conditions that may contribute to an accident.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications.

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

**Performance
Evaluation:**

Employee performance is evaluated according to board policies/regulations, administrative guidelines/procedures, current negotiated agreements and applicable law. This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. This document is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.

The district offers equal opportunity employment without regard to race, color, national origin, ancestry, religion, sex, age, disability, military status and any other legally protected category.

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