Geneva City School District 2021 starting salary: $12.50/hr

<u>SCHOOL BUS MONITOR</u>

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: This position exists in the city school district and involves responsibility for overseeing the loading and unloading of student passengers and when assigned to aid on the bus for administering to their needs, comfort and conduct while in transit on regularly scheduled bus trips to and from school. Employees in this class may also be responsible for assisting the School Bus Driver in maintaining order on the bus. Supervision is exercised over the conduct of student passengers. The incumbent does related work as required.

<u>TYPICAL WORK ACTIVITIES</u>: (Illustrative only)

Opens gates and assists students on and off the school bus and keeps order accordingly;
May ride on a school bus for the purpose of assisting pupils to climb aboard and a light from the bus;
Aids disabled students to get on and off the bus and be seated;
Seats and places students, insures seat belts are fastened as required;
May operate a lift to load and unload handicapped student passengers and secures restraint devices
    and/or wheel chair locks;
Maintains order on bus and makes certain that student passengers are seated while bus is in motion;
Assists students in disengaging safety and restraining equipment prior to leaving bus;
Delivers incident log and makes oral report to bus driver at conclusion of work day;
Maintains daily log of problems encountered and actions taken;
Assists students and driver as needed.

<u>FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS</u>:
Good general intelligence; familiarity with the various bus routes in the district and their stopping places for students; ability to get along well with students and command with respect; ability to understand and follow simple oral and written directions; ability to acquire a working knowledge of basic first aid methods.

<u>MINIMUM QUALIFICATIONS</u>: None

APPROVED: JANUARY 25, 2007
CIVIL SERVICE CLASSIFICATION: LABOR