JOB DESCRIPTION

| **Title** | BUS MONITOR |
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| **Reports To**  | [INSERT TITLE] |

**Job Purpose**

The **Bus Monitor** ensures that all children are transported safely. Their primary responsibilities include assisting children on and off from the program, supervising them during transportation, and transferring them to the appropriate parents or guardians.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Supervise the children on the bus
* Ensure car seats are installed properly
* Ensure proper weights of children in and out of car seats is correct at all times
* Ensure children are buckled and secured correctly
* Ensure there is a parent/caregiver at home when dropping children off
* Maintain order on the bus, keeping control of sound levels of the children, ensuring that children stay in their seats while the bus is in motion
* Assist children getting on and off the bus
* Provide protection to children who may need it-such as against bullying
* Supervise children in the boot room when arriving at head start until they are handed over to the teachers
* Always ensure the safety of the children to and from the bus
* Keep bus list updated daily, ensuring the bus driver knows who is to be picked up and always dropped off at which location
* Distribute a list of bus children to the classroom staff with names only
* Distribute a master copy with names and addresses to the bus driver
* Distribute all correspondence to families who have children taking the bus
* Ensure all emergency information is always updated and on the bus
* Attend staff meetings
* Attend workshops and training courses as required
* Perform other duties as assigned by the coordinator

**Key Qualifications**

* High school diploma or equivalent required
* Proven experience as a school bus monitor is an asset
* Proof of insurance is required
* Familiarity with GPS devices is preferred
* Familiarity with the area's routes and neighbourhoods is an asset
* A Vulnerable Sector Police Check is required for working with students

**Core Competencies**

* Strong organizational and planning skills required.
* Excellent composure in high-stress transportation scenarios (e.g. at rush hour).
* Must be an excellent problem solver.
* Must be able to make decisions based upon the current environment, sometimes at the last minute.
* Must have excellent attention to detail.
* Must be able to analyze information to understand issues, identify options, and make appropriate, and timely decisions.
* Must be friendly and patient to children, and their parent/s and/or guardians.
* Must be an open communicator.

**Working Conditions**

* This position involves vehicle travel in all seasons.
* The standard workweek for this position is [insert #] hours.
* The standard business hours for this position are [insert core hours].
* Overtime and hours worked outside of the standard work schedule may be required in an emergency.
* This position requires occasional sitting and standing while on transportation.
* Ability to work well independently.