



## **ECONOMIC IMPROVEMENT COUNCIL, INC.**

**JOB TITLE:** Bus Monitor  
**LOCATION:** Head Start Center  
**SUPERVISOR:** Bus Driver/Center Supervisor  
**WORKING HOURS:** Monday - Friday; The standard departure time for buses from the center is usually 6:30 a.m. for the morning route. Buses typically return from their morning route around 8:00 a.m. For the afternoon route, buses begin at 2:30 p.m. The afternoon route typically concludes by 4:00 p.m.

### **JOB OVERVIEW:**

The bus monitor is responsible for ensuring the safety and proper behavior of children on school buses. The role involves assisting the bus driver by managing the children's activities, ensuring compliance with safety procedures, and maintaining order during bus rides.

### **KEY RESPONSIBILITIES:**

- Supervise children during bus rides to and from school, ensuring that all activities are safe and orderly.
- Assist children with getting on and off the bus, ensuring they do so safely and in an organized manner.
- Ensure that children remain seated and follow safety protocols while the bus is in motion.
- Communicate effectively with children, bus drivers, school personnel, and parents about any incidents or important information regarding bus trips.
- Assist with enforcing school policies and rules during bus transportation.
- Provide special attention to children with disabilities or special needs, ensuring they receive the required support and accommodations.
- Respond to emergencies and unexpected situations effectively, following established protocols.
- Maintain cleanliness and orderliness on the bus.

### **SKILLS AND QUALIFICATIONS:**

- High school diploma or equivalent.

- Experience working with children, preferably in an educational or transportation setting.
- Strong interpersonal and communication skills.
- Ability to respond appropriately to emergencies.
- Patience, reliability, and a strong sense of responsibility.
- First Aid and CPR certifications.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Updated 7/2024