

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: **BUS MONITOR**

JOB SUMMARY: An employee hired to perform duties pertaining to the management and safety of students while waiting for and boarding buses, who is responsible to an assigned supervisor.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent
2. WCB Level I First Aid Training or equivalent

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Be self directed and work independently.
3. Deal effectively with children.
4. Solve problems related to the position.
5. Handle a variety of safety issues.
6. Deal with disagreeable conditions from time to time.
7. Meet transportation schedules.
8. Maintain confidentiality.

RESPONSIBILITIES AND DUTIES:

1. Monitor and ensure safety of waiting or transferring students to board buses.
2. Administer first aid according to the qualifications required.
3. Report immediately all safety and discipline issues that require the attention of the supervisor or designate.
4. Provide first alert for accidents, fights, intimidation and other potentially serious and/or dangerous situations.
5. Maintain appropriate discipline.
6. Manage bus loads of students in a fair and equitable manner.
7. Maintain a high degree of visibility.
8. Perform other job related duties.