

# Jefferson County Committee for Economic Opportunity (JCCEO)

## JOB ANNOUNCEMENT

JOB TITLE: BUS MONITOR PART-TIME  
REPORTS TO: N. SAGER/ CENTER MGR

JOB LOCATION: AGENCY  
POSTING DEADLINE: 5.24.21

### **BUS MONITOR PART-TIME** **JOB QUALIFICATIONS**

**EDUCATION:** Accredited High School Diploma or GED. Knowledge of age-appropriate behaviors and safety practices. Possess a good driving record (Meet and maintain eligibility requirements for agency liability insurance).

**EXPERIENCE:** Experience working with Transportation and/or Infants/Toddler groups ages 0-5. Must have strong observation and documentation skills. Strong knowledge of Department of Human Resources regulations, First Aid, and CPR.

**ABILITIES:**

1. Must have excellent communication skills, good decision-making skills, time management skills, and basic computer skills as these are essential to the delivery of quality monitoring.
2. Knowledge of safety practices as they relate to pre-school children including those with disabilities, and others from a variety of ethnic, educational, and socio-economic backgrounds.
3. Ability to complete assigned tasks in a safe manner and in a constant state of alertness; and communicate clearly, courteously, and effectively.
4. Ability to walk up and down steps repetitively. Must be flexible with schedule for field trip support.
5. Must be able to lift at least 30 lbs. and stand on your feet throughout the day when necessary.
6. Ability to travel from site-to-site (multiple HS/EHS centers) before, during, and/or after school day, following all Federal requirements for HS/EHS transportation programs.
7. Ability to maintain compliant Background, Physical, TB, Fingerprinting, Drug/Alcohol screening(s), First Aid/CPR, licensure, certification, and/or continuing education as applicable to position.

**PERSONAL ATTRIBUTES:** Must have a caring empathetic personality, good communication (written/verbal) skills, emotional stability, and excellent physical condition.

**STATUS:** Non- exempt; Split shift Part-time < 30 hours/week

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## **BUS MONITOR PART-TIME** **JOB DESCRIPTION**

**RESPONSIBLE & ACCOUNTABLE TO:** Transportation and Warehouse Manager

**GENERAL DESCRIPTION:** The Bus Monitor assists the Bus Driver in providing safe and punctual transportation to and from center locations. Will observe and monitor behavior of children and consistently interact with parents and staff to promote the wellbeing of children. **Must be available for split shifts; morning and afternoon route(s).**

**PHYSICAL DEMANDS:** Must be able to talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and/or move items of up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust and focus.

### **SPECIFIC RESPONSIBILITIES:**

1. Assist children in boarding and exiting the bus.
2. Assist driver in completion of daily sign on & off sheets, accounting by name all children getting on and off the bus.
3. Ensure that all children are secured in weight/height appropriate seatbelts or restraints and that while seated all adults use available seatbelts.
4. Visually observe the health of each child on the bus.
5. Ensure that any behavioral issues do not compromise the safety of any child on the bus or the ability of the bus driver to safely operate the vehicle.
6. Use age-appropriate communication skills with children on bus.
7. Collaborate with the bus driver to ensure that each child is delivered to the care of a responsible adult (authorized list) upon leaving bus.
8. Ensure that the responsible adult (authorized list) signs for the child upon leaving the bus.
9. Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind.
10. Complete pre-trip and post-trip inspection of bus/van, along with child observation checklists.
11. Assist the bus driver with any emergency situations following all rules and regulations as they pertain to school bus safety and child health.
12. Fill out accident/incident reports as appropriate.
13. Assist driver with keeping inside of bus/van picked up.
14. Responsible to do walkthrough of bus (looking for children and or items left behind) prior to being dropped off.
15. Assist driver with evacuation drills.
16. Assist with paperwork flow between homes and sites.
17. Maintain positive communications with parents, drivers and site staff, relaying information to appropriate parties as needed.
18. Attend workshops, training sessions, classes, and/or any other educational sessions in order to attain additional job-related skills and knowledge and improve daily performance, i.e., after hours meetings, meetings of travel (out of town).

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19. Adhere to all policies and procedures of JCCEO.
20. Treat everyone with dignity and respect and model appropriate, professional behavior.
21. Perform other duties as assigned.

## **APPLICATION INSTRUCTIONS**

All qualified and interested parties should submit a resume, along with a cover letter describing the alignment of your experience with the requirements of the position.

## **PREFERRED METHOD OF APPLICATION**

**Email all application materials via Word or PDF attachment to [RECRUITMENT@JCCEO.ORG](mailto:RECRUITMENT@JCCEO.ORG)**  
**Please include the title of the job in the subject line.**