

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: SCHOOL BUS MONITOR

TITLE #: 1544

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting in providing and maintaining safe conditions for school bus passengers. Incumbents in this class assist with the safe evacuation of the vehicle in case an emergency situation arises. Work is performed under the general supervision of the Supervisor of Transportation. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in providing and maintaining safe conditions for school bus passengers;

Ensures that students are seated promptly after boarding the bus and remain seated until the bus reaches its destination;

Assists student riders with problems while they are on the bus;

Exits the bus before students to ensure that traffic conditions are favorable and assists children in crossing to the curb;

Assists with seatbelts and other safety equipment, such as wheelchair lifts, as may be required for students with special needs;

Uses the "bus conduct report" to report behavior problems to the Supervisor of Transportation's office;

May reinforce basic behavioral and learning activities to maintain and improve safe and appropriate behavior on the bus;

May assist students in boarding and exiting the bus;

May determine seating assignments in order to control behavior on the bus;

May perform food service or custodial duties on a substitute basis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of school bus safety practices; ability to get along with children and command their respect; ability to communicate effectively; ability to control adverse situations; ability to lift and move students; willingness to work under adverse conditions; tact and courtesy; dependability; good powers of observation; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

JURISDICTIONAL CLASSIFICATION: Labor

Revised 01/08/20dc