

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

TRANSPORTATION – BUS MONITOR

Rate of Pay: **Band 3**

Location: **District Bus Garages**

SUMMARY

- Responsible for the enforcement of busing rules while the bus is in motion
- Works with the Driver to ensure all students are riding the bus in a safe and respectful manner
- Ensures all students are safely seated and made to feel welcome when they arrive on the bus
- May be required to support extra-curricular trips in addition to daily Curricular bus runs
- Is familiar with the regulations and requirements for safe bus operations

DUTIES & RESPONSIBILITIES

- Works with the driver to provide supervision for students on established and scheduled bus routes as they are transported to and from schools and/or for extra-curricular trips
- Welcomes students as they board the bus and assigns/confirms seating
- Assists students with stowing their belongings safely
- Ensures horseplay and loud noise is kept to a minimum
- Works to resolve any disagreements amongst students which may arise while the bus is in operation
- Ensures aisles are kept clear
- adheres to schedules and safety rules and regulations
- may be required to clean the vehicle after the morning and afternoon bus trip
- reports defects and required repairs to the driver
- advises the Driver and Transportation Coordinator of any student behavior problems
- may be required to assist in maintaining appropriate records as required by the Manager of Transportation/Transportation Coordinator
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard
- Understanding of the SD91 – Driver's Handbook

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 preferred
- BC driver's license
- valid Level 1 First Aid certificate (will provide if needed)
- WHMIS 2015 and familiarity with Work Safe BC (WCB) safety procedures (will provide if needed)

EXPERIENCE

- Experience working with youth in Grades K - 12

SKILLS & ABILITIES

- excellent interpersonal skills and demonstrated rapport with students in Grades K to 12
- ability to use tact and diplomacy when handling concerns of a difficult or sensitive nature when resolving ridership conflicts
- physical capability to perform the job duties
- basic ability to use computers