



Thomasville Community Resource Center, Inc.
Afterschool & Summer Program
Job Title: Bus Monitor

Assist bus driver in maintaining discipline while bus is in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required, and assume the responsibility for the safety of the children on the bus.

Qualifications:

1. Be at least 18 years of age or older
2. Not have a criminal record
3. Never been found to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct
4. Not have any physical handicap or mental health disorder, which would interfere with the person's ability to perform assigned job duties
5. Obtain and maintain CPR and First Aid Certification
6. Understand and follow written and oral instructions;
7. Maintain order on the bus while children are being transported;
8. Assist children on and off the bus at proper stops in a safe, orderly manner;
9. Establish good working relationships with the children, parents, bus driver and other staff;
10. Communicate effectively, both orally and in writing;
11. Follow basic principles of early childhood development as outlined in training.

Tasks:

- Assists children in getting on the bus and to assigned seats.
- Ensures all passengers are properly restrained while riding the bus.
- Maintains order and behavior of children on the bus so the driver will not be distracted from safe driving.
- Maintains a positive, calm attitude and a soft voice while on the job.
- Protects all children from physical punishment or verbal abuse by anyone in any program activity, and immediately reports any such incident to the center director or person in charge.
- Assists the children in getting off the bus safely.
- Notifies the center director of concerns regarding the children's health, behavior, or emotional state.
- Learns bus route and makes the substitute driver aware of it when necessary.
- Verifies Thomasville Community Resource Center (TCRC) cell phone is kept on the bus during routes and notify center director when phone is not in proper working order.
- Completes the Thomasville Community Resource Center (TCRC) Cell Phone Use Log daily.
- Checks the bus to assure there are no children remaining on the bus at the end of each route.
- Completes the bus Visual Inspection at the end of each route.
- Removes trash and litter from bus daily.
- Cleans and disinfects the bus interior including seats, handrails, windows, and floors daily.
- Assists the bus driver in cleaning exterior of bus and windows as needed.
- Maintains a list on board the bus of all children authorized by the director to ride the bus, and indicates daily the children actually riding the bus.
- Updates bus seating chart as needed and keep a current chart on file in the office and on the bus.
- Assures fire extinguisher, body fluids kit, first aid kit, and seat belt cutters are properly labeled and secured in designated locations at all times.
- Follows all Thomasville Community Resource Center (TCRC) policies and procedures and Bright from the Start guidelines for the safe operation of the bus.

Modified: 3/6/2017

- Attends all training opportunities as provided and all staff meetings when called by the director.
- Performs any other task deemed necessary by the director.
- Report any cases of suspected neglect and abuse to the Program Manager or Facilities Operations Manager.

Time Commitment: 10 - 15 hours a week, not to exceed 20 hours a week unless approved by manager.

Training: Bright from the Start mandatory transportation training and TCRC training within 14 days of hire. Attend orientation within 14 days of hire.

Physical Requirements

- ✓ Must have the ability to:
- ✓ Lift up to 20 pounds
- ✓ Climb up and down stairs with or without a load
- ✓ Have mobility required to ensure the safety of students both inside and outside of center
- ✓ Work outside ability to be exposed to elements (pollen, humidity, etc)
- ✓ Stand and /or bend continuously for a minimum of 2 hours with or without a load
- ✓ Perform light cleaning with household grade chemicals
- ✓ Have visual and hearing capabilities that are with consistent supervision of children.

Reports to: Program Manager or Facilities Operations Manager