

SENCA HEAD START BUS MONITOR JOB DESCRIPTION

POSITION:	HEAD START BUS MONITOR
DEPARTMENT:	HEAD START
IMMEDIATE SUPERVISOR:	TRANSPORTATION COORDINATOR
POSITIONS SUPERVISED:	VOLUNTEERS
CLASSIFICATION:	PART TIME
EMPLOYEE STATUS:	NON-EXEMPT

Major Duties: Assists driver by escorting children to and from the vehicle, securing them safely, and managing their behavior during the ride.

1. Escorts children on and off the vehicle at home and at the program facilities. Disembarks from the vehicle before discharging children, even if other adult is present.
2. Secures or assures safe securement of children prior to bus beginning motion at each stop.
3. Utilizes and maintains sign-off checklist as children are transferred from parent to bus, bus to teacher, teacher to bus, and bus to parent.
4. Immediately reports situations which place a child at risk for their personal safety. Reports any incidents, accidents, or other situations which involve personal injury using agency approved forms for documentation.
5. Fosters and promotes a safe, positive, and orderly environment during trips.
6. Promotes learning on the bus using children's stories, songs, and games.
7. Ensures children are released only to authorized individuals.
8. Assists the driver in conducting a thorough post trip inspection at the conclusion of every route.
9. Know and be able to execute approved emergency procedures.
10. In case of an emergency, assists in evacuating children and maintains control and custody of children outside the vehicle.
11. Assists driver in conducting safety drills for children and parents.
12. Assists driver in keeping inside of vehicle clean on a daily basis.

13. Assists with classroom activities as assigned by supervisor, including, but not limited to: supervising, engaging, and supporting children, cleaning, and janitorial duties.
14. Performs any additional duties related to ongoing effectiveness of Head Start program as assigned by supervisor.

MINIMUM QUALIFICATIONS:

License or Degree required: Must have or obtain First Aid and CPR certification within 60 days of hire. Head Start will arrange training.

Education - Knowledge:

Experience: Previous experience working with preschool age children preferred.

Minimum Age: Must be at least 21 years of age.*

Skill and Abilities:

Communicates effectively with others and understands communication.*

Basic knowledge of computers to perform assigned or required tasks.

Ability to complete daily documentation as outlined in position description.

Interacts effectively with co-workers, children and parents.*

Ability to lift weights up to sixty pounds.*

Can stoop, bend, crawl, stand, to perform vehicle inspections or assist children in boarding, exiting, or securement in seats.*

*** NECESSARY AT TIME OF HIRE**

POSITION DESCRIPTION APPROVAL: HEAD START BUS MONITOR

Chairperson, Head Start Policy Council

Agency Executive Director

Agency Equal Opportunity Officer

I have read, understand, and received a copy of the above job description and agree to perform the duties contained herein and further agree to abide by all other sections of the above job description.

Employee's Signature

Date