

West Point Tours *inc.*

Motor Coaches & School Buses

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Job Title: School Bus Attendant/Monitor (“Monitor”)

Monitors are assigned on a rotational basis to monitor the behavior of typical children on school routes. An Attendant is assigned to a route to attend to a student with a disabling condition. For the purposes of employment with West Point Tours, Attendants and Monitors are commonly referred to as “monitors”

Department: Vails Gate, Highland Falls

Relationships:

The school bus monitor reports to the supervisory personnel of the company, including dispatch and safety office staff, and works closely with school bus drivers as assigned.

Monitors will also have daily interaction with students on their buses, school district staff assigned to bus duty at their respective schools, as well as parents of students.

Roles & Responsibilities:

The School Bus Monitor/Attendant plays a major role in the safe transportation of students to and from school. Responsibilities include, but are not limited to:

- Working with school bus drivers as assigned in a team approach to ensure a safe, efficient, and pleasant ride for students.
- Acknowledging appropriate behavior of students.
- Teaching students safe riding skills, as well as safe crossing skills.
- Escorting students who are unable to cross the street independently.
- Providing a structured setting in order to prevent inappropriate student behavior.
- Intervening when students engage in unsafe or disrespectful behaviors, using a gradient level of control.
- Documenting inappropriate student behaviors or injuries that occur on the bus.
- Administering First Aid for minor student injuries.
- Knowledge and operation of bus equipment such as two-way radio, emergency equipment (fire extinguishers, reflectors, etc) in the event the driver is unable to operate said equipment.
- Operating wheel chair passenger safety equipment, including wheel chair lifts, wheel chair securement systems, and passenger restraint systems.

- Operating other assistive equipment such as communication devices, medical aids, etc.
- Reporting to work consistently and on time.
- Providing “hands on” assistance as required to assist students in ambulation, transferring from wheelchair to seats, carrying student supplies as needed.
- Other related duties as assigned.

Qualifications and Training:

NYS Education Department Monitor/Attendant Requirements:

- Must be at least 19 years old.
- Must be approved by the school districts for which they are assigned to work, including being fingerprinted in compliance with SED requirements.
- Monitors/Attendants must complete a 3 hour Pre-Service Course of Instruction prior to working with students.
- Monitors/Attendants must complete a 10 hour Basic Course of Instruction within their first year of employment.
- Monitors/Attendants must participate in a minimum of 2 Refresher courses each year.
- Must pass a Physical Performance Test administered prior to hire and periodically thereafter to ensure that they can manage the physical requirements of the position.
- Attendants may receive specialized training such as CPR, etc.

Additional training required by the company as deemed appropriate.

Working Conditions:

Attendants/Monitors will be expected to operate within the school bus setting, as well as outside bus when escorting students to and from bus stops/residences. It may be necessary for the monitor to move around the bus to monitor students while in transit. In the course of their duties, monitors will be exposed to various temperature and weather conditions, frequent boarding and exiting of the school bus, extended periods of time on the bus. Additional environmental conditions will include the noise levels emitted by students on the bus and exposure to engine sounds and emissions.

Routes may be delayed on occasion due to unforeseen circumstances, including, but not limited to traffic delays, inclement weather, and parents/guardians/other caretakers who are delayed in arriving to receive students.