

**WEST CENTRAL COMMUNITY SERVICES, INC.**  
**BUS MONITOR JOB DESCRIPTION**

**PROGRAM:** Head Start  
**JOB CLASSIFICATION:** Transportation Services – Part Time/Part Year  
**BASIC FUNCTION:** Assist in the provision of safe and timely transportation of children to and from the Head Start Centers  
**ENTRY LEVEL WAGE:** \$15.00 Per Hour

**REQUIRED QUALIFICATIONS:**

1. Must be at least 18 years old.
2. Basic First Aid & CPR Course Certificate
3. Proof of Physical examination by a licensed physician verifying physical and mental fitness for the job.
4. Must pass background check and fingerprinting.
5. Must have high school diploma or equivalency.

**SUPERVISOR:** Bus Driver

**SPECIFIC RESPONSIBILITIES AND REQUIRED SKILLS**

1. Ride the bus on arranged schedule to assist in transporting children to and from the Head Start centers.
2. Greet the children with a positive attitude and promote positive attitude towards Head Start.
3. Assist the children in boarding the bus and placing them in the appropriate safety restraint.
4. Observe and report student behavior to the bus driver and teachers, letting the teacher know if there were any problems on the bus.
5. Assist in teaching the children the basic rules of safety involved in riding the bus.
6. Report to teachers any name of any child absent from bus and reason for absence, if known.
7. Assist with three (3) emergency vehicle evacuation drills per program year.
8. Use effective and developmentally appropriate discipline techniques with children to always maintain order on the bus.
9. Provide leadership for children.
10. Communicate with bus driver on a regular basis to review, plan and evaluate transportation program.
11. Maintain and submit timely, complete, and accurate records.
12. Supports, encourages, and advocates for low-income persons, including respecting confidentiality and rights of service recipients in conversation, actions, and attitudes.
13. Encourage and support children and families through methods and strategies outlined in the School Readiness Goals and Plan.
14. Will contribute to and have input into financial allocations, expenditures, and policies/procedures.
15. The expectation is that each employee will protect the Health, Safety, and Welfare of our Children.
16. Assume other responsibilities, which may be assigned by the Executive/Head Start Director.
17. **TRAINING:** Will participate in all pre-service and in-service training sessions and/or workshops as is appropriate and approved by the Executive/Head Start Director.

**118 Standards of Conduct**                      **Effective Date: 8/22/2009**    **Revision Date: 6/12/14, 2/6/2018**

Violating the standards of conduct will result in penalties, up to and including termination. The Standards of Conduct include, but are not limited to, the following:

- Children and families are respected, and we refrain from stereotyping. We respect the child and family and will not refer to them in any form of stereotyping based on gender, race, ethnicity, culture, religion, or disability, et al.
- Confidentiality policies must be followed and are strictly enforced. The confidentiality concerning information about the child, family or other staff members should be closely observed. Any employee, volunteer or consultant who violates the “Confidentiality Policy” may be removed from the program.
- Qualified staff always supervises children. When assigned to the supervision of children, the adult under no circumstances will be allowed to leave the child unsupervised.
- Positive methods of guidance and discipline are used. The employees, volunteers and consultants are expected to adhere to the “Discipline Policy”. This policy states that positive methods of child guidance will be used thus prohibiting the use of corporal punishment, emotional or physical abuse, or humiliation. Isolating the child is inappropriate and unacceptable in any facility. In addition, food is not to be used as a form of reward or punishment.
- Prohibited Staff/Volunteer/Consultant Behaviors in all WCCS settings which include but are not limited to: Hitting, spanking, shaking, slapping, twisting, pulling, squeezing, or biting; Demanding excessive physical exercise, excessive rest, or strenuous or bizarre postures; Compelling a child to eat or have in his/her mouth soap, food, spices, or foreign substances/foreign objects; Exposing a child to extremes of temperature. The use of corporal punishment\ including, but not limited to: Isolating a child in an adjacent room, hallway, closet, darkened area, play area, or any other area where a child cannot be seen or supervised; Binding, tying to restrict movement, or taping the mouth; Using or withholding food or beverages as a punishment; Toilet learning/training methods that punish, demean, or humiliate a child; Any form of emotional abuse, including rejecting, terrorizing, extended ignoring, isolating, or corrupting a child; Any abuse or maltreatment of a child; Abusive, profane, or sarcastic language or verbal abuse, threats, or derogatory remarks about the child or child’s family; Any form of public or private humiliation, including threats of physical punishment. Physical activity/outdoor time taken away as punishment; Placing a child in a crib for a time-out or for disciplinary reasons.