



Job Description

POSITION TITLE: Bus Rider/Monitor FLOATER (TEMPORARY) #4014

SALARY PLACEMENT: Short Term Hourly Salary Schedule

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Equivalent of the completion of the twelfth grade. No minimum experience requirement.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Willingness to: perform routine and repetitive work to completion. Successful experience interacting with youth, preferably handicapped youth. Experience or education in the areas of child development.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Proof of valid California driver's license and minimum amount of liability insurance required by law; insurable by the SJCOE carrier. DMV printout required. Be flexible and receptive to change.

SUMMARY OF POSITION:

Perform routine school bus monitoring, and provide all passengers, including special needs students, and bus driver assistance during daily school transportation routes; ensure all bus activities support the safety and welfare of all students; perform related duties as assigned. Provide students and bus driver assistance during daily school transportation routes; ensure all bus activities support the safety and welfare of all special needs students, including intervention to avoid escalating student behavior on the bus. Ensure the safe loading and unloading of students to and from destinations, may assist with maintaining hygienic standards on the bus including but not limited to cleaning and sanitizing seats, belts, floor, etc. Work in a team environment with the school bus driver.

As a Floater the position requires the employee to be a liaison between the San Joaquin County Office of Education and the Bus Yard. This position is responsible for monitoring the daily attendance of scheduled bus riders for routes scheduled, communicate rider shortages to Human Resources Sub Services Office and make decisions based on availability of substitute personnel.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Assists in monitoring students while being transported.
2. Maintain order and discipline among students
3. Basic First Aid procedures
4. May need to fill out incident report forms and document injuries of students while riding on the bus.
5. Communicate with and understand the needs of students
6. Interpersonal skills using tact, patience and courtesy
7. Follow oral and written directions, communicate effectively and maintain cooperative relationships with all parents/care providers, staff, and students.
8. Read, apply and explain rules, regulations, policies and procedures
9. Maintains strict confidentiality on all job-related matters.
10. Maintain regular and prompt attendance in the workplace.
11. Ability to multi task and work under pressure in overseeing rider schedules and bus routes.
12. Communication with Human Resources Office as need arises.

13. Recordkeeping skills.
14. Computer skills needed to maintain records.
15. Perform other duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors, outdoors, majority of time is spent in vehicle this position also requires direct contact with students, SJCOE staff, district office staff, and the public.

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