

Pitt County Schools

DUTIES AND RESPONSIBILITIES OF AN EXCEPTIONAL CHILDREN'S SCHOOL BUS SAFETY ASSISTANT (MONITOR)

Exceptional Children's School Bus Safety Assistants and Drivers should know that the driver is legally responsible for the safety of the passengers and bus. The Safety Assistant's job is to help the driver. The safety assistant works daily under the direction of the assigned school bus driver but is supervised by the Transportation Director or Designee. The driver should always remember that he/she alone is legally responsible for the operation of the bus and the safety of its passengers.

The Duties of the Exceptional Children's School Bus Safety Assistant shall be:

1. The Safety Assistant should ride in the middle to rear of the bus while students are being transported. Be visually alert! Scan student activity on the bus continuously. Once a student is in the care of the bus driver and safety assistant, student supervision is vital at all times.
2. Unless approved by the Transportation Director or Designee, you must board the bus at the base site and return with the bus to the base site.
3. On the school(s) campus for loading or unloading the bus, you are to assist each student according to his or her exceptionality. You are then required to walk the aisle so you can visually see all seats on the school bus to verify all students for that school are off/on the bus, seated and secured properly (if required) before the bus moves.
4. You should not go inside the school except for emergency restroom visits. If the bus arrives late to school in the morning, check student(s) in at the office or to appropriate staff. In the afternoon, you must notify transportation if students are not brought to the bus loading area at the end of the school instruction day. If school staff wants to meet with you inside the school, you must notify transportation.
5. The bus driver and safety assistant work as a team to load and unload the Exceptional Children's bus; assist students with special needs; operate the wheelchair lift and secure wheelchairs; lift pupils from wheelchair to seat as needed, secure students into seat belts or booster seats as needed, and see them safely across road when necessary. Remember, the bus driver is legally responsible for the care and transportation of all students.
6. Assure that all passengers are in the bus and seated, the door is closed and all persons are out of the path and clear of the bus before the bus starts moving.
7. Caution passengers to remain seated, and to speak quietly to not disturb the driver while the bus is in motion.
8. Caution all passengers to keep hands, heads, and bodies inside the bus.
9. Know who is assigned to the bus and maintain an awareness of the special needs of each student.
10. Report to the driver any violations of the rules and regulations by any passengers, and issue written reports to the driver and school when necessary.
11. Keep aisles leading to the entrance and emergency doors free and clear from all objects and passengers.
12. Assist driver in performing emergency drills. Keep students informed of their responsibilities in case of emergencies.
13. You are required to be at the back of the inside interior of the bus when the bus is required to back and assist the driver to determine when it is safe to back the bus. You may be required to assist the bus driver in paying for damages to the bus or other property if you are not in the appropriate position during a backing maneuver.
14. Report to the driver any bicycle riders, skaters, or others who are holding on to the bus while in motion.
15. Know what to do in the event of an accident as it relates to the well being of the passengers. Notify the driver immediately if there are any incidents that may have injured a student. Driver will notify Transportation Staff.
16. Administer emergency first aid to students with medical problems such as cuts, bruises, etc.

17. Students who repeatedly remove their shoes/socks or both should have them stored in their book bag or at the front of the bus. When arriving at the school or an afternoon bus stop, an attempt should be made to put the shoes back on the student, but in no case should shoelaces be tied around any body part. Students must be able to walk safely down the bus steps.
18. Attend and take part in all meetings conducted for safety assistants/monitors when requested. You must attend 80% of the monthly safety meetings per year or it will be reflected in the annual evaluation.
19. Maintain accurate records: timesheet, student information chart, seating chart, arrival and departure form, and other related materials and information and assist driver with up-to-date route descriptions. Record keeping should be done accurately and according to the instructions of transportation administration.
20. Be able to fully assist a substitute driver with route directions and bus operation.
21. Know the procedures of all operational devices (such as wheelchair lifts) used on vehicles.
22. Establish and maintain communication and positive relationships with the students, teachers, principals, and parents that you meet.
23. Obtain a substitute safety assistant when you will be absent. The Transportation Department will provide a list of eligible substitutes to each employee. It is the employee's responsibility to notify appropriate Transportation Department administration if you will be absent and who will be substituting for you.
24. Assist the bus driver with cleaning the interior of the school bus of debris and personal body fluids from students as needed.
25. Immediately report delays in route departure (morning or afternoon) of more than 5 minutes to transportation staff. During the route, all delays of more than 5 minutes or unscheduled stops (bathroom) must be reported to transportation staff. These situations warrant immediate reporting for advice on how to handle the situation.
26. Employees who have two or more tardies will receive a reprimand. Evaluation: Unexcused Absenteeism 1-4 = above standard, 5 – 8 = standard, 9 and above = below standard.
27. Upon your request a safety belt for support during lifting will be provided to you, it is to be worn at all times. Failure to return the belt at the end of the school year or at your departure will result in a \$25.00 charge for replacement.
28. Effective with the 98-99 school year, all Safety Assistants will be required to obtain their Class B CDL with S/P endorsement/school bus driver's license to fill a permanent position.
29. This is a 180-day position requiring your services when Pitt County Schools are in session. Reappointment the next school year is dependent upon a satisfactory job performance evaluation at the end of the current school year.
30. Perform your duties in such a manner to abide by all the operational procedures set forth in Pitt County Board of Education Policies [6300](#), [6305](#), [6306](#), and [6315](#) all of which pertain to the Pitt County Schools Transportation System.
31. Perform any other duties that may be assigned by a Transportation Director or designee.
32. The Transportation Director or Designee operates with an "Open Door Policy" to encourage you to bring suggestions and concerns to our attention.

My signature below certifies that I have been informed and understand that it is my responsibility to read all the Pitt County Board of Education Policies related to the responsibilities and duties of a school bus monitor/safety assistant. I understand that failure to perform my duties professionally or the omission of the above duties and responsibilities may result in my suspension or discharge as a School Bus Safety Assistant.

Employee Signature

Date

Print Name

Safety Assistants Telephone number