



School District #54 (Bulkley Valley)
JOB DESCRIPTION

TRANSPORTATION – BUS MONITOR

Summary:

This position reports to the Manager of Transportation and assists the Bus Driver in loading, unloading, supervising and monitoring students. The Bus Monitor will ride the bus for approximately two (2) hours in the morning and two (2) hours in the afternoon.

Typical Duties and Responsibilities:

- Responsible for the enforcement of busing rules while the bus is in motion
- Assists Bus Driver in loading, securing and unloading the students
- Works with the Bus driver to ensure all students are riding the bus in a safe and respectful manner
- Ensures all students are safely seated and made to feel welcome when they arrive on the bus
- Is familiar with the regulations and requirements for safe bus operations
- Relays information to the Transportation department and school office
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification, based on appointment.

Typical Qualifications and Skills

- Completion of Grade 12 preferred
- Experience working with youth in Grades K-12
- Have a working knowledge of the local Witsuwit'sen Worldview and Perspectives
- Training in Non-Violent Crisis Management Techniques (e.g. CPI training) and POPARD (Provincial Outreach Program for Autism and Related Behaviour Disorders) would be an asset
- Excellent interpersonal skills and demonstrated rapport with students in Grade K to 12
- Ability to use tact and diplomacy when handling concerns of a difficult or sensitive nature when resolving ridership conflicts
- Valid Basic First Aid Certificate
- WHMIS 2015 and familiarity with Work Safe BC safety procedures
- Physical ability to perform the required duties


N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to by:


CUPE Job Description Committee


CUPE Job Description Committee


Secretary Treasurer


Dated