



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> BUS MONITOR		<b>JOB CODE:</b> BUSM
Government - Employee	<b>EEO:</b> 5	<b>PAY GRADE:</b> 7 \$14.55 – 23.80
Non-Exempt	No Flex	<b>FUNDING SOURCE:</b> NPD
		<b>HO-CHUNK PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The Bus Monitor will be responsible for the care and control of children when loading, unloading and during transporting process on the bus.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Will be required to monitor children while they are on the bus.
  - A. Make sure that all children are securely fastened in their seats and that they remain as such throughout the trip to and from school.
  - B. Will be required to handle all cell phone calls on the bus, both incoming and outgoing, so the driver is able to focus on safe driving without interruptions.
  - C. Will be required to attend training opportunities as they apply to transportation safety, or the care of children in the case of emergency.
  - D. In the case of emergency, should the driver be hurt, the Bus Monitor will be responsible for the safety of the children until emergency personnel arrive on the scene.
2. Must have an understanding of and be able to implement all state and federal regulations as well as
3. Will not exceed more than 16 hours per week.
4. Attend trainings and meetings as required by Supervisor.
  - A. Travel for meetings and training may be required.
5. Confidentiality is required at all times, and as such, must sign a confidentiality statement.
6. Perform other duties as assigned by the Supervisor.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans.
Supervisory Accountability	None
Organizational Accountability	Follows safety protocols before and while vehicle is in motion.
Financial Accountability	Adheres to proper operations and maintenance of vehicles.
Customer Accountability	Interfaces with inside customers.
Freedom to Act	Subject to general input and regular review by supervisor.



### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

1. Must have a High School Diploma or equivalent.

#### **ESSENTIAL:**

1. Must be able to pass all federal and state licensing requirements to include background checks, annual physical, and TB screening.
2. Must possess or be willing to obtain CPR/AED and First Aid training within 90 days of employment and update as needed.
3. Must have a valid driver's license, dependable transportation and proper insurance.

### **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Willingness to fully participate in the Head Start Program.
2. Ability to understand and relate to children with special needs.
3. Ability to show enthusiasm, interest and concern for the program and its efficient operation.
4. Attempt to maintain control with parents, students and co-workers.
5. Must be appropriate role model to children, families and staff.
6. Must possess an impeccable attendance record in previous positions.

### **WORK PLACE RESPONSIBILITY**

1. Maintains the safety of the children while on the bus.
2. Maintains a neat and clean work environment.
3. Maintains strict confidentiality.
4. Promoted positive employee relations.
5. Must be able to work in a team setting.

### **WORKING CONDITIONS**

1. The duties of this position are primarily performed on the bus.
2. The physical demands of this position are referenced on the Physical Demands Worksheet.