

EAST CENTRAL INDEPENDENT SCHOOL DISTRICT

Job Announcement

Bus Monitor-to-Driver

The position of **Bus Monitor-to-Driver** is available immediately for the **East Central Independent School District**. All individuals (district employees included) who are interested in this position must apply online through Frontline via the district website - <https://www.applitrack.com/eastcentral/onlineapp/>. The deadline for submitting an application is until position is filled.

Position Function/Purpose: Ride buses and help driver ensure safe and orderly transportation of students. Monitors will attend CDL training classes at ECISD Department of Transportation and will be given 30 business days to obtain their Commercial License Permit (CLP). Once the employee has gained driver status, they will be expected to operate a school bus and related equipment to provide safe and orderly transportation of students and other authorized persons on assigned route and to and from other designated locations.

ESSENTIAL JOB FUNCTIONS:

1. Lift and carry student's w/disabilities on and off the bus according to their individual needs.
2. Supervise students as they board and leave bus and cross street.
3. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
4. Manage student behavior and report student discipline problems to appropriate administrator.
5. Communicate with teachers and parents on a daily basis regarding student behavior while on bus.
6. Follow assigned route and adhere to established schedules
7. Instruct students on safe riding rules and regulations
8. Maintain an updated route schedule.
9. Follow emergency procedures and help driver administer first aid, if necessary.
10. Operate equipment according to established safety procedures.
11. Observe all traffic laws and safety regulations for school buses.
12. Inspect bus by checking fuel, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.
13. Report all accidents, vehicle damage, student injuries, and mechanical failures. Complete required reports.
14. Follow established procedures and techniques to perform job duties including lifting, assisting students, etc.
15. Become familiar with and follow procedures established by transportation and special education offices.
16. Keep assigned bus clean.
17. Work irregular hours as needed.
18. Perform other duties as assigned.

Note: Not all applicants will be interviewed. Each applicant's resume, application, and other available information will be considered in the screening process. **Only those persons currently meeting all of the minimum requirements will be screened.**

MINIMUM QUALIFICATIONS:

Education/Certification:

Be willing to obtain valid Texas commercial driver's license (Class B) w/proper endorsements within 30 business days
Texas Bus Driver Certification

Special Knowledge/Skills:

Must be 21 years of age	Ability to pass alcohol and drug test and annual physical exam
Ability to follow written and verbal instructions	Ability to complete required bus driver safety training
Ability to follow written and verbal instructions	Ability to communicate effectively with others
Knowledge of student discipline procedure	Ability to manage student behavior
Ability to operate bus	

EQUIPMENT USED: Operate school bus; two-way radio; global positioning system (GPS); safety equipment including but not limited to flares, reflective signs, and fire extinguisher

WORK CONDITIONS: *Mental Demands/Physical Demand/Environment Factors:* Maintain emotional control under stress. Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling. Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching; limited light lifting and carrying (under 15 pounds) on a daily basis. Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours.

PERIOD OF EMPLOYMENT: 177 school days

SALARY: District salary schedule



Roland Toscano
Superintendent of Schools