



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

**Job Title:** Bus Monitor  
**Reports to:** Director of Transportation

**Purposes and Objectives of the Position:**

The Bus Monitor assists school bus driver in maintaining discipline while bus is in operation; maintain proper records and documentation; assist student loading, unloading, and seating arrangements as required.

**Qualifications:**

- High school diploma

**General Duties and Requirements**

- Assists the bus driver in maintaining discipline on school bus; monitors and assists students while bus is in operation.
- Consults with and assists bus driver in documentation of student information, record keeping and completing route surveys.
- Assists parents and school personnel with safe loading and unloading of students; coordinates seating of pre-kindergarten students as required by State Transportation Guidelines.
- Communicates with classroom aides, teachers, principals, and parents concerning student background, medical problems, and behavior as appropriate.
- Maintains current knowledge of Emergency Evacuation procedures. Attends in-service meetings and training courses as assigned.
- Maintains proper records and documentation and communicates effectively both orally and in writing.
- Performs other duties as assigned.

**Physical Requirements / Environmental Conditions:**

- Requires prolonged sitting.
- Requires turning and reaching.
- Must work indoors and outdoors during the school year.
- Must work in noisy, crowded, stressful environments with numerous interruptions.
- Must work in and around dust, fumes, and odors.

*The district reserves the right to modify job duties or job descriptions at any time.*

**USD 469 Board of Education Policies**

**Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.