JOB DESCRIPTION
Bus Monitor/Custodian

1. Little Dixie C.A.A.
2. Program: Head Start/Early HS
3. Reports To: ERSEA/Transportation Specialist
4. Title: Bus Monitor/Custodian
5. Grade: 1
6. Date: December 2019
7. Approved By: Rebecca Reynolds
8. Status: Non-Exempt

JOB SUMMARY:
The Head Start/Early Head Start Bus Monitor/Custodian is responsible for riding the bus with the bus driver and assisting the driver in ensuring the safety of the children while they ride, board or exit the bus and assisting the driver during emergencies as well as performing custodian duties in the common areas of the Idabel Southeast School building. This is a safety sensitive position.

PHYSICAL AND MENTAL REQUIREMENTS:
Must be patient, able to resolve conflicts, gentle, kind, creative, and resourceful; demonstrated ability to work effectively with people; excellent problem solving, planning, and organizational skills; detail and multi-task orientation with a strong desire to succeed; must be able to cope well with stress.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces and may spend 6 to 8 hours per month in strenuous physical activity, lifting up to 30 pounds.

ENVIRONMENTAL FACTORS/WORKING CONDITIONS:
Enclosed facility, classroom and school bus environment; floors may be vinyl tile or carpeted; may come into contact with childhood diseases and blood on occasion.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:
1. Must be able to sit/stand in a stationary position 50% of the time, stoop, bend; walk, talk; hear, use hands to grip, type, reach with hands and arms, occasionally required to stand or walk on uneven surfaces, and climb stairs, run short distances, crawl on floor with children.
2. Frequently must be able to move about inside the center to access classroom or office equipment, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, computer and printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds or more.
6. Frequently must be able to lift at least 30 to 40 pounds and lift arms about shoulders, and spend time daily sitting on the floor with children.
7. Constantly must visually monitor the behavior, learning, and activities of children.
8. Frequently must ascend/descend steps in and out of vehicles.
9. Frequently must position self to clean in a school setting, including under, over, on top of, and around objects.
10. Frequently must bend legs at knees to come to rest on one or both knees.
11. Frequently must apply pressure to an object with fingers (including thumb) and palm.
12. Frequently must exert substantial movements of the wrists, hands, and/or fingers for sustained periods of time.
13. Frequently must extend hands and arms in any direction.

DUTIES AND RESPONSIBILITIES:

1. Bus Monitor: Ensures the safety of the children while they ride, board or exit the bus in accordance with DHS regulations and Head Start Performance Standards. These areas include, but are not limited to the following:
   - Adhere to Child Pick-up and Release procedures
   - Monitor children while being transported
   - Assist each child with proper securing of children safety restraint system (CSRS)/teach the child how to secure CSRS but maintain bus schedule
   - Meet each child/parent cheerfully at the bus door and assist the child in boarding/exiting the bus
   - Monitor that all CSRS are fastened properly at all times while bus is in motion
   - Assist and help conduct emergency evacuation drills/training
   - Utilize bus riding time as part of the Head Start learning experience by interacting with each child
   - Ensure that bus is attended at all times by the driver or monitor while children are present
   - Assist with pre and post trip inspection of bus to ensure that aisles and emergency exits are clear and that no children are left on the bus
   - Ensure that own seat belt is secure while bus is in motion

2. Custodian: Maintain a safe and healthy environment for the school building while ensuring an overall look of neat and orderliness. These areas include, but are not limited to the following:
   - Sweep and mop floors
   - Clean buildings by emptying trash, sweeping, and cleaning surfaces
   - Clean and disinfect laboratory equipment
   - Steam-clean carpets
   - Use cleaning solutions to remove stains and clean surfaces
   - Mix various cleaning agents
   - Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees
   - Dust furniture and scrub surfaces clean
   - Apply wax to coat floors and buff
   - Clean and service restrooms with mops and disinfectants
   - Remove trash/debris from building lawns
• Identify and report possible repairs
• Shovel snow from sidewalks and sprinkle salt on surface

3. Assist Non-English speaking families.

4. Provide all information requested for program documentation in a timely manner.

5. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of duties listed above.

6. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.

7. Keep all assigned records accurate and current as appropriate. Keep all records and family information confidential.

8. Continue professional growth by participating in classes, training programs, workshops and conferences as the budget allows. Attend and participate in staff meetings, in-service training, and any other trainings, meetings or workshops as deemed necessary by the HS/EHS/EHS-CC Director or Executive Director.


10. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

SUPervisORY RELATIONSHIP:

The Bus Monitor/Custodian reports directly to the ERSEA/Transportation Specialist and exercises no supervision over other employees.

EDUCATIONAL AND OTHER QUALIFICATIONS:

1. High School Diploma or GED
2. Must have reliable transportation, valid driver’s license
3. Possess superior cleaning and organization skills.
4. Basic math skills and use of calculator.
5. Obtain required criminal record check clearance prior to hire and during employment as required. Must not have pending charges, entered a plea of guilty or nolo contendere, or been convicted of: any criminal activity involving violence against a person; child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippy Violent Crime Offenders Registration Act.
6. Must obtain and provide documentation of an initial and annual physical health examination and TB screening or assessment (as required).
I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is non-exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

__________________________________________________________________________  
Employee Signature                                                            Date

__________________________________________________________________________  
Employee Name (Printed)