



**Shanghai American School  
Job Description**

**TITLE:** Bus Monitor

**POSITION SUMMARY:**

Assists to safely transport children to and from school on school buses

**SUPERVISED, EVALUATED AND REPORTS TO:**

Transportation Coordinator

**REQUIREMENTS:**

- Medical examination
- Valid criminal history check
- Age below 58

**PERFORMANCE RESPONSIBILITIES:**

- Monitor conduct of students on the school bus to maintain safety and discipline.
- Direct boarding of students onto the bus to prevent congestion and unsafe conditions.
- Ride school bus to prevent altercations.
- Communicate with other school personnel, situations and regarding special needs children.
- May have to physically assist certain children on and off the vehicle and to make sure seat belts are properly fastened.
- Observe all mandatory safety regulations for school buses. Report malfunctioning of equipment while on route to and from school.
- Report lateness due to mechanical failure or other reasons to the proper authority.
- Transport only authorized children and discharge them only at authorized stops.
- Report any accident, regardless of how minor, with complete information as to the type of accident and necessary details. Assist with the preparation of incident reports when required.
- Work a split shift as required by the school arrival and dismissal times for the routes assigned.
- Have punctual attendance. The driver cannot wait for the monitor on the school bus.
- The bus monitor shall be on the bus from the time the first student is picked up in the morning and in the afternoon until the last student is dropped off.
- Must have creditable conduct while handling lost&found or other incident.



# Shanghai American School

*An International Community*

- There shall be a designated location on the school bus, preferably in the front, for the monitor to sit so all children can be monitored and given maximum supervision.
- The monitor shall be alert at all times to the needs of the students and to interact when necessary. Bus monitor will be trained to be familiar with the basic mechanical parts of a bus, such as seat belts and fire extinguisher.
- Be familiar with the bus emergency evacuation plan and be prepared to evacuate the bus in the event of an emergency.
- Participates in basic first aid training by school nurse and understands the basic usage of the items inside their given first aid kit.
- Bus monitor must know and be familiar with their assigned route. Monitors must obtain a copy of the route information and phone numbers of the parents from the transportation office.
- The bus monitor must respect the confidentiality of students.
- A good working relationship between driver and monitor is based on respect for each other and for the students.
- Bus monitor must be equipped with a working mobile phone and is contactable at all times.

## **SAS BELIEVES:**

- That each employee makes a significant contribution to our success,
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

## **APPLICATION PROCESS:**

All applications should be submitted in writing to the Human Resources Department at [HumanResources@saschina.org](mailto:HumanResources@saschina.org) with the subject of "Bus monitor – Your Name".

Applications must include the following:

- a) Cover Letter
- b) Resume or Curriculum Vitae
- c) Statement Addressing the Qualifications and Selection Criteria

上海美国学校  
职能要求

职位： 校车跟车员  
上级管理员： 交通部管理员  
职能： 在校车上协助学生并安全的往返学校

职业资格：

1. 高中毕业或相等证明.
2. 有能力操作和维护校车上的部分设备
3. 年龄小于58周岁。
4. 体检证明。有效的犯罪记录检查并公证。

主要职责：

1. 管理学生在校车上的安全和纪律。
2. 指示学生上下车，避免拥挤和不安全的情况发生。
3. 乘坐校车以防止争吵。
4. 与学校沟通以处理特殊情况和某些孩子的特殊需要。
5. 有时需要帮助学生上下车，确保安全带正确的佩戴。
6. 遵守所有校巴强制性安全法规。报告往返学校的线路及车辆设备故障。
7. 向上级报告由于机械故障或其他异常原因导致的迟到或早到。
8. 只装载有授权的乘客并在指定的地点接送。
9. 报告任何事故，就算是轻微的，要求完整报告事故的细节信息。如需要协助编写事件的详细报告。
10. 工作需要分时制，俗称两头班。
11. 准时出勤。班车不能因等待跟车员而迟到。
12. 跟车员必须在第一位学生上车前到岗，直到最后学生下车。

13. 必须具备诚信的言行来处理失物招领或其他事件。
14. 跟车员应坐在靠前的位置以便能够兼顾所有学生并尽量照顾好。
15. 跟车员应在任何时候警惕学生的需要，并进行必要的交互。
16. 跟车员将接受培训，以熟悉基本的机车部件，如校车的安全带和灭火器。
17. 熟悉紧急疏散计划，接受处理紧急事件的培训。
18. 参加由学校护士组织的急救培训，并学会使用急救箱中物品的基本用法。
19. 跟车员必须熟悉指定路线，而且要拿到路线信息和家长的电话号码。
20. 跟车员必须要有职业道德，知道学生和家長信息的保密性。
21. 与学生和家長还有同事间保持尊重和良好的工作关系。
22. 跟车员必须配备移动电话并在任何时间能够联络到。