



## **Bus Monitor**

<b>Posting #:</b> 114	<b>Assignment:</b> Temporary (Term) - Part Time	
<b>Posting Date:</b> April 22, 2024	<b>Location:</b> Transportation Department	
<b>Salary Range:</b> \$17.04/hour	<b>Closing Date:</b> April 29, 2024	<b>Start Date:</b> Earliest Possible
<b>Other Information:</b> Route #90 - 2hrs /day term until June 27, 2024 - To monitor students on bus from Ste. Anne area to and from Ste. Anne Schools (Ste. Anne Collegiate, Ste. Anne Elementary, and Ecole Ste. Anne Immersion)		

### **Responsibilities:**

- Monitor students while on bus; maintains safety and order on the bus, ensure students wear seatbelts
- Assist with loading and unloading of students on /off the bus; provides special assistance to students in wheelchairs, including strapping and securing wheelchairs on vehicle
- Providing assistance with the wheelchair hydraulic lift when required.
- Provides assistance during emergencies, evacuation planning and drills; provides knowledge and operates emergency window exits.
- Maintains confidentiality

### **Qualifications:**

- Must be able to handle sensitive and confidential information
- Excellent written and verbal communication skills with students and adults
- Knowledge and understanding of the proper use of child restraints systems used for transporting students with special needs
- Ability to assist students with patience and understanding

As a condition of employment, all new hires must complete a satisfactory criminal record check with vulnerable sector search, and child abuse registry check as part of the hiring process.

Salary & benefits for this position will be administered in accordance with the SRSD/Bus Driver & Monitor collective bargaining agreement (CBA).

★ **Please include the job posting number in the subject of your email.**

Interested candidates are invited to submit a cover letter and resume, along with three (3) references on or before 4:00 PM on the closing date to:

Carole Carriere – Transportation Manager  
Transportation Department  
Email: carole.carriere@srsd.ca

**Note:** We thank all applicants for their interest, however, only those selected for an interview will be contacted.  
*Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.*

*Seine River School Division welcomes diversity in the workplace and encourages applications from all qualified candidates.*