



# MONTAGUE AREA PUBLIC SCHOOLS

EDUCATION IN THE RIGHT DIRECTION

4882 STANTON BLVD. • MONTAGUE, MI 49437 • TELEPHONE: 231-893-1515 • FAX: 231-894-6586

## Internal/External Job Posting

**Position:** Bus Monitor  
**Classification:** Hourly Employee  
**Terms:** Monday – Friday; 5.50 hours per day  
**Starting Salary:** \$13.73 per hour; per MESPA Contract Agreement  
**Posted:** January 08, 2026  
**Closing Date:** January 15, 2026 or Until Filled

A Bus Monitor's job is to ensure student safety and maintain order on a school bus assisting with boarding/exiting, supervising behavior, enforcing rules, and helping students with special needs, all while working with the driver to allow them to focus on driving.

### Education / Qualification Requirements:

- Possession of a high school diploma or its equivalent
- Submit to LIEN check
- Strong communication and interpersonal skills
- Ability to maintain calm, respectful authority and manage student behavior appropriately
- Experience working with children is often preferred

### Responsibilities:

See attached job description

### Benefits Include:

Vision, Life and AD&D Insurance  
Enrollment in State Retirement System  
Paid Time Off

### Applicants:

Interested candidates should send a letter of interest and resume to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools  
4882 Stanton Blvd.  
Montague, MI 49437

Or E-mail: [humanresources@mapsk12.org](mailto:humanresources@mapsk12.org)

# **MONTAGUE AREA PUBLIC SCHOOLS**

## **JOB DESCRIPTION**

**JOB TITLE:** Bus Monitor  
**REPORTS TO:** Transportation Director

### **GENERAL JOB FUNCTION:**

A Bus Monitor's job is to ensure student safety and maintain order on a school bus assisting with boarding/exiting, supervising behavior, enforcing rules, and helping students with special needs, all while working with the driver to allow them to focus on driving.

### **EDUCATION / QUALIFICATION REQUIREMENTS:**

- Possession of a high school diploma or its equivalent
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### **ESSENTIAL JOB FUNCTIONS:**

- Maintain regular attendance and report to assignments punctually
- Follow direction from the Transportation Supervisor and work cooperatively with drivers and staff
- Communicate effectively with parents, guardians, school staff, and other authorized individuals
- Assist students during boarding, seating, transfers, and exiting, including securing wheelchairs and seat belts
- Assist students with special needs when required
- Ensure all riders are seated and follow safety procedures
- Monitor student behavior and manage student discipline while on bus to maintain a safe and orderly environment
- Assist with pre-trip/post-trip inspections, maintaining bus cleanliness, and emergency procedures
- Participate in required training, including CPR, First Aid, and emergency preparedness
- Document rider attendance, incidents, accidents, and injuries in accordance with reporting requirements
- Follow and enforce rules and regulations established by the District, the Michigan Department of Education, and local, state, and federal authorities
- Comply with all laws governing the operation of a vehicle and/or school bus
- Perform other duties and assume additional responsibilities as assigned

### **NOTABLE PHYSICAL REQUIREMENTS:**

Occasional heavy lifting (75 – 100 pounds) may be required.

### **TYPICAL WORK ENVIRONMENT:**

Work is done on school bus runs and in facilities office space. Occasional assignments may require short trips and work to other MAPS facilities, the MAISD or elsewhere in the community.

### **EVALUATION:**

The Bus Driver is evaluated by the Transportation Director.