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 – (sub / possible permanent)	**Classification:**	Hourly
Terms:	Monday – Friday Moring & Afternoon Route	**Posted:**	October 26, 2026
Salary:	Per MESPA Contract; Commensurate with experience	**Closing Date:**	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:

- High School graduate or 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, preferred

Responsibilities:

- 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
- Maintain regular and dependable attendance and perform other duties as assigned by the Transportation Director

Applicants:

Interested candidates should send a letter of interest, resume, or completed application to:

Krista Hams, Human Resources Coordinator at humanresources@mapsk12.org

The District has adopted the policies of Title IX regarding sex discrimination. Montague Area Public Schools is listed as an equal opportunity employer