



Nipissing-Parry Sound Student Transportation Services
685 Bloem Street, Suite 201 North Bay, ON P1B 4Z5
Telephone: 705-472-8840 Fax: 705-472-3170 Email: info@npssts.ca

The Nipissing-Parry Sound Student Transportation Services (NPSSTS) coordinates home-to-school transportation for thousands of students in the Districts of Nipissing and Parry Sound. From time to time, positions are available through the NPSSTS for Bus Monitors and Transfer Commissionaires; a brief outline of each of those positions appears below.

At this time, the NPSSTS is accepting resumes from those interested in potential work in these student transportation support positions. Current or previous work in the education sector is an asset. Any hires will require an up-to-date criminal record check or offence declaration, as well as their own transportation to the transfer site or to an agreed upon monitor pick-up location (as applicable).

Interested persons are asked to apply to the NPSSTS office, to the attention of:

Human Resources
Nipissing-Parry Sound Student Transportation Services
685 Bloem Street, Suite 201
North Bay, Ontario P1B 4Z5
Facsimile: (705) 472-3170

DUTIES / RESPONSIBILITIES

SCHOOL BUS MONITOR

A Bus Monitor may be assigned to a transportation route because of a particular student who requires assistance for either physical or behavioural reasons or because of a more general need for an additional adult presence on that route.

Bus Monitors will:

- Assist the driver in maintaining order on the school bus;
- Enforce seating assignments, where they exist and as needed;
- Remind students of the bus safety rules: stay seated, speak quietly, keep aisle clear, etc.;
- Maintain a positive, calm attitude while on the job;
- Assist the driver in the submission of misconduct reports for students, as needed;
- Report any non-compliance by drivers (i.e. failure to submit misconduct reports) to NPSSTS;
- Assist students on and off the bus, as needed;
- Inform the Operations Manager of any issues that may escalate or that may affect the safety of transported students on the route to which they are assigned;



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- Be aware of Accident/Emergency procedures to assist drivers in case of an emergency;
- Remain apprised of the policies and guidelines of the NPSSTS and its member Boards;
- Contact the NPSSTS to advise of personal absences (705-472-8840 - please leave a message in the General Delivery Mailbox by pressing 0 - NPSSTS will advise the Operator(s));
- Perform other related duties as assigned by the General Manager of Transportation.

SCHOOL BUS TRANSFER COMMISSIONAIRE

Commissionaires will:

- Be the first person to arrive at the transfer point and the last person to leave the transfer point;
- Ensure that no personal or commercial vehicle is positioned such that it will impede the transfer process;
- Guide drivers to their designated parking area at the transfer site;
- Make sure drivers wait until all transfer busses have arrived to begin the transfer process;
- Signal/Broadcast the start of the transfer process;
- Help students who need assistance in finding their transfer bus;
- Using provided student lists, ensure that no students, other than students designated as “walk-ons” or “walk-offs”, are picked up and dropped off at the transfer point;
- Wait until all students have boarded their busses prior to signaling/broadcasting the end of the transfer process and the start of bus departures;
- Ensure that no student is left behind at the transfer point;
- Communicate with the drivers/operators, via handheld radio, if available, of any anomalies;
- Report any non compliance by drivers or students to Operator and NPSSTS;
- Inform the Operations Manager of any issues that may escalate or that may affect the safety of students transferring from bus to bus;
- Be aware of Accident/Emergency procedures to assist drivers in case of an emergency;
- Remain apprised of the policies and guidelines of the NPSSTS and its member Boards;
- Contact the NPSSTS to advise of personal absences (705-472-8840 - please leave a message in the General Delivery Mailbox by pressing 0 - NPSSTS will advise the Operator(s));
- Perform other related duties as assigned by the General Manager of Transportation.