|  |  |  |
| --- | --- | --- |
|  | **JOB TITLE** | BUS MONITOR I |
| **REPORTS TO** | DIRECTOR OF TRANSPORTATION AND FLEET SERVICES |
| **SALARY SCHEDULE/GRADE** | TRANSPORTATION SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 180 DAYS, 4 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7943 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

|  |
| --- |
| **QUALIFICATIONS** |
| Any combination equivalent to high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. |

|  |
| --- |
| **POSITION SUMMARY** |
| Monitor preschool students during transport making hand to hand transfer to/from a responsible adult, escort preschool students across the street during pick up and drop off, and assist school bus driver in maintaining discipline while bus is in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required. |

|  |
| --- |
| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

|  |
| --- |
| **PERFORMANCE RESPONSIBILITIES** |
| Assist students on and off the bus and escort preschool students across street upon pick up and drop off; lift children as required; assure hand to hand transfer of preschool students with a responsible adult. |
| Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation. |
| Consult with and assist bus driver in documentation of student information, record keeping and completing route surveys. |
| Assist parents and school personnel with safe loading and unloading of students; coordinate seating of preschool students as required by State Transportation Guidelines. |
| Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate. |
| Maintain current knowledge of Emergency Evacuation procedures. |
| Attend in-service meetings and training courses as assigned. |
| Adhere to appropriate code of ethics. |
| Demonstrate regular attendance and punctuality. |
| Perform other duties as assigned by Superintendent and/or designee.. |

|  |
| --- |
| **KNOWLEDGE AND ABILITIES** |
| Safe practices concerning school bus transportation. |
| Basic record-keeping techniques. |
| Applicable sections of the KAR and other applicable laws. |
| Health and safety regulations. |
| Understand and relate to children. |
| Cooperative and effective working relationships with others. |
| Communicate effectively both orally and in writing. |
| Know established guidelines for lifting. |
| Emergency Evacuation procedures. |
| Basic computer skills. |
| Modern technology for communication and verification of documents. |

|  |
| --- |
| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking. |
| Requires the ability to communicate effectively using speech, vision and hearing . |
| Requires the use of hands for simple grasping and fine manipulations. |
| Requires bending, squatting, crawling, climbing, reaching . |
| Requires the ability to lift, carry, push or pull light weights up to 50 pounds. |
| Requires the ability to enter and exit the bus through all emergency exits. |
| Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases. |