|  |  |  |
| --- | --- | --- |
|  | **JOB TITLE** | BUS MONITOR II (SN) |
| **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** | 7942 |
| **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** |
| Ride a school bus for exceptional children and assist school bus driver in maintaining discipline while bus is in operation; Operate mechanical lift. Ensure that wheelchairs and other equipment are safely fastened and ready for transport. |

|  |
| --- |
| **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 exceptional children on and off the bus and escort children across street upon return home; lift children as required; assure responsible adult meets students leaving the bus.  |
| Operates equipment, including wheelchairs, tie-downs, seat belts, harnesses, mechanical lift and other adaptive equipment as necessary. Assure seat belts, harnesses and wheelchair clamps are secured as required.  |
| Render aid and medical support to special needs students.  |
| Assist parents and school personnel with safe loading and unloading of students; coordinate seating of exceptional students as required by State Transportation Guidelines.  |
| Consults with and assist bus driver in documentation of student information, record-keeping and completing route surveys. |
| Attends in-service meeting and training courses as assigned |
| Monitors and assist students while bus is in operation |
| Maintains current knowledge of Emergency Evacuation procedures |
| Communicates with classroom aids, teachers, principals, and parent concerning student background, medical problems and behavior as appropriate |
| Performs other duties as assigned |

|  |
| --- |
| **KNOWLEDGE AND ABILITIES** |
| Operation of mechanical lift, wheel chairs, seat belts, restraining harnesses and wheelchair clamping devicesSafe practices concerning school bus transportationProblems and concerns of students with special needsBasic record-keeping techniquesApplicable section of the Kentucky Administration Regulations and other applicable lawsHealth and safety regulations |
| Assist school bus driver in maintaining discipline while bus is in operation ensuring safety of studentsMaintain proper records and documentationAssist student loading, unloading and seating arrangements as requiredUnderstand and relate to children with special needsEstablish and maintain cooperative and effective working relationships with othersCommunicate effectively both orally and I writingLift students according to established guidelinesMaintain current knowledge of Emergency Evacuation proceduresCPR certificationDemonstrate prompt and regular attendance.Adheres to the appropriate code of ethics.Basic computer skills.Performs other duties as assigned. |

|  |
| --- |
| **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. |