#### TITLE:

**Bus Monitor** 

## **QUALIFICATIONS:**

Any combination equivalent to high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law; a good physical condition without lifting limits as evidenced by a preemployment physical.

#### REPORTS TO:

**Director of Operations & Community Relations** 

#### PRIMARY JOB GOAL:

To ride a school bus and assist school bus driver in maintaining discipline while bus is in operation; to operate mechanical lift and other special assisting devices.

# REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of operation of mechanical lift, wheel chairs, seat belts, restraining harness, wheel chair clamping devices, and any other assisting devices; knowledge of safe practices concerning school bus transportation; knowledge of problems and concerns of students with special needs; skills in basic record-keeping techniques; knowledge of applicable sections of the Kentucky Administrative Regulations and other applicable laws; knowledge of health and safety regulations; ability to assist school bus driver in maintaining discipline while bus is in operation assuring safety of students; ability to maintain proper records and documentation; ability to assist students loading and unloading and with seating arrangements as required; ability to understand and relate to children with special needs; ability to establish and maintain cooperative and effective working relationships with others; ability to communicate effectively both orally and in writing; ability to lift students according to established guidelines; ability to maintain current knowledge of emergency evacuation procedures; ability to observe health and safety regulations; ability to maintain certification in First Aid and Adult/Child CPR.

## PERFORMANCE RESPONSIBILITIES:

- -Maintains order and discipline among students on the bus following District policies and procedures regarding disciplining of students and contact with school officials, parents, and the public; interacts with parents regarding questions, concerns, and disputes.
- -Observes applicable local, state, and federal laws, policies, procedures and guidelines.
- -Assists exceptional and pre-kindergarten children on and off the bus and escorts children across street upon pick up and return home; lifts children as required; assures responsible adult meets age appropriate students leaving the bus.
- -Operates equipment including wheelchairs, tie-downs, seat belts, harness, mechanical lift, and other adaptive equipment as necessary.
- -Assists driver in assuring seat belts, harness, and wheel chair clamps are secured as required.
- -Assists parents and school personnel with safe loading and unloading of students; coordinates seating of students; maintains an updated diagram and list of seating assignments.
- -Consults with and assists bus driver in documentation of student information, record-keeping, and completing route surveys.
- -Attends in-service meetings and training courses as assigned.
- -Monitors and assists students while bus is in operation.
- -Maintains current knowledge of and assists in Emergency Evacuation procedures.
- -Communicates with classroom aides, teachers, principals, and parents concerning student background, medical problems, and behavior as appropriate.
- -Utilizes two-way radio for bus-to-bus and bus-to-base communication according to federal and local regulations and procedures.
- -Performs first aid according to established guidelines and procedures.
- -Performs related duties and other responsibilities as may be assigned by the Transportation Director and the Superintendent.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT													
1. Check the frequency and number of hours a day the worker is required to do the following specific types of											pes of		
activities:													
<b>ACTIVITY</b>	<b>FREQUENCY</b>	# OF HOURS A DAY											
	CONTINUOUS	INTERMITTENT	(1)	2	3	4	5	6	7	8	8+		
a. Sitting	X	X				X							
b. Walking	X	X				X							
c. Standing	X	X				X							
d. Bending		X	X							. 1			
e. Squatting		X	X							1	7		
f. Climbing		X	X										
g. Kneeling		X	X										
h. Twisting		X	X					A					
i. Lifting		X	X										
		_											
LIFTING													
X 0-10 lbs. X 11-15 lbs. X 16-30 lbs. X Over 31 lbs.													
*based on scenario/need													
2a. HAND MANIPULATION REQUIRED? X Yes (If yes, complete 2a,2b,2c,2d,2e)													
No													
2b. Repetitive	e hand movements	? X Yes		No	2								
2c. Simple Grasping? Right Hand Left Hand													
•	Yes X No						Yes_XNo						
2d. Power Gr	asping?	Right Hand	Right Hand					Left Hand					
	1 0	Yes_XNo_						Yes X No					
2e. Pushing P	ulling?	Right Hand	Right Hand				Left Hand						
		Yes_XNo_					Yes_XNo						
2f. Fine Mani	pulation:	Right Hand	Right Hand				Left Hand						
		Yes X No	Yes X No				Yes X No						
3. (a) Does the job require worker to reach or work above the shoulder? X Yes No													
Frequency? occasional													
(b) Reaching at or below shoulder level? X Yes No													
Frequency? occasional													
4. Does the job require use of his/her feet to operate foot controls or repetitive movement? X Yes No													
5. Are there special visual or auditory requirements? X Yes No													
If yes, please describe (i.e. working with computer terminal): safety of students based on various scenarios													
WORK ENVIRONMENT:													
a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside													
weather conditions? X Yes No													
b. Is the employee exposed to fumes or airborne particles? X Yes No													
If yes	s, please specify: b	us fumes											
											<del></del> -		
BLOOD/FLU	JID EXPOSURE R	ISK: (check the righ	t catego	ry)									
		ve exposure to blood,							_				
		do not involve expo	sure to	olood,	body :	fluid, c	or tissu	ues but	t job n	nay re	quire		
	nplanned Category								_				
Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a										not a			
condition of e	condition of employment.												

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Classified Personnel.	ne Board's policy on Evaluation
Date of Approval: July 10, 1995 Revised: August 13, 1998 Parisad: March 21, 2024	
Revised: March 21, 2024  I have read and understand the terms set forth in this job description.	1.0
Signature of Employee	
Date Signed	

TERMS OF EMPLOYMENT: