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|  | **JOB TITLE** | SUBSTITUTE BUS MONITOR |
| **REPORTS TO** | TRANSPORTATION DIRECTOR |
| **SALARY SCHEDULE/GRADE** | TRANSPORTATION SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | AS NEEDED |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 8942 |
| **POSITION CLASSIFICATION** | SUBSTITUTE |
| **DATE APPROVED** |  |

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| **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. |

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| **POSITION SUMMARY** |
| To assist the school bus driver in: maintaining discipline while bus is in operation; assist student loading, unloading and seating arrangements as required in the absence of full-time staff.  |

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

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| **PERFORMANCE RESPONSIBILITIES** |
| Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation. |
| Assist parents and school personnel with safe loading and unloading of students; coordinate seating of Preschool students as required by State Transportation Guidelines. |
| Maintains current knowledge of Emergency Evacuation procedures. |
| 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. |
| Attends in-service meetings and training courses as assigned. |

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| **KNOWLEDGE AND ABILITIES** |
| Safe practices concerning school bus transportation. |
| Health and safety regulations. |
| Demonstrates regular attendance and punctuality. |
| Adheres to the appropriate code of ethics. |
| Understand and relate to children. |
| Establish and maintain cooperative and effective working relationships with others. |
| Communicate effectively both orally and in writing. |
| Lift students according to established guidelines. |
| Maintain current knowledge of Emergency Evacuation procedures. |
| Basic computer skills. |
| Use modern technology for communication and verification of documents.  |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **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. |