

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Bus Monitor

REPORTS TO: Director of Transportation and Transportation Area Assistant

BASIC FUNCTION: 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.

REPRESENTATIVE DUTIES: The terms of employments are designated by the contract.

- 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 driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
- Assist parents and school personnel with safe loading and unloading of students; coordinate seating of pre-kindergarten students as required by State Transportation Guidelines.
- Assist with emergency or medical issues of students while on bus
- Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
- Maintain current knowledge of Emergency Evacuation procedures.
- Assist handicapped 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.
- Attend in-service meetings and training courses as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe practices concerning school bus transportation.
- Basic record-keeping techniques.
- Applicable sections of the KAR and other applicable laws.
- Health and safety regulations.

ABILITY TO:

- Maintain proper records and documentation.
- Assist student loading, unloading and seating arrangements as required.
- Understand and relate to children with special needs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

Bus Monitor (Continued)

- Lift students according to established guidelines.
- Maintain current knowledge of Emergency Evacuation procedures.
- Maintain routine records.
- Observe health and safety regulations.

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 medium to heavy weight

EVALUATION: Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor.

EDUCATION AND EXPERIENCE: 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.

LICENSES AND OTHER REQUIREMENTS: First aid, medical training, and CPR training

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: