

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Substitute 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: