

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 pre-employment 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.

TERMS OF EMPLOYMENT:

Days worked, hours per day, and salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval: July 10, 1995

Revised: August 13, 1998

Revised: March 21, 2024

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____

Pending Board Approval