

BUS MONITOR

Class Code: 7942

TITLE: Bus Monitor
Grade 07

REPORTS TO: Director Transportation

SUPERVISES: N/A

JOB 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.

DUTIES AND RESPONSIBILITIES:

- 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.
- 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 other duties as assigned.
- Maintain regular attendance

BUS MONITOR

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.
- Lift students according to established guidelines.
- Maintain current knowledge of Emergency Evacuation procedures.
- Maintain routine records.
- Observe health and safety regulations.
- Must be able to lift heavy objects (minimum 50 lbs.)

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 weights, up to 50 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate.

LICENSES AND OTHER REQUIREMENTS:

BUS MONITOR

Original Date: 01/1999

Revision Date: 11/2012

Revision Date: 07/2011

Revision Date: 07/2012