

**Substitute Bus Monitor**  
*Classified Position - 8947*

<u>Salary</u> Category 6 per Salary Schedule	<u>Days</u> As needed basis	<u>Reports to:</u> Assigned Assistant Superintendent or Director
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**SCOPE OF RESPONSIBILITIES**

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 / ESSENTIAL FUNCTIONS**

1. Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation.
2. Consult with and assist bus driver in documentation of student information, record-keeping and completing route surveys.
3. Assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
4. Assist parents and school personnel with safe loading and unloading of students; coordinate seating of pre-kindergarten students as required by State Transportation Guidelines.
5. Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
6. Maintain current knowledge of Emergency Evacuation procedures.
7. 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.
8. Attend in-service meetings and training courses as assigned.
9. Perform related duties as assigned.
10. Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
11. Adhere to the professional code of ethics

**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

**PHYSICAL DEMANDS**

	<b>Seldom/Rare</b>	<b>Occasional</b> (up to 1/3 of work day)	<b>Frequent</b> (1/3 to 2/3 of work day)	<b>Repetitive</b> (2/3 or more of work day)
Standing/Walking			X	
Sitting			X	
Handle/Finger/Feel			X	
Reach/Push/Pull			X	
Bend/Stoop/Crouch			X	
Kneel/Crawl		X		
Climb/Balance			X	
Lift/Carry (Check Frequency)				
Up to 10 lbs.			X	
Up to 20 lbs.			X	
Up to 50 lbs.		X		
Up to 100 lbs.	X			
Over 100 lbs.	X			

**MINIMUM 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

*The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.*