

**LOCAL DISTRICT CLASSIFICATION PLAN**

**SUMMARY CLASS TITLE: BUS MONITOR**

**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:**

- 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 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.
- Lift students according to established guidelines.

- Maintain current knowledge of Emergency Evacuation procedures.
- Maintain routine records.
- Observe health and safety regulations.

**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.