

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
BUS MONITOR**

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Garage & Transportation	A/1/0	Nonexempt

<u>CLASS SUMMARY:</u>
<p>The Bus Monitor is a standalone transportation class. Incumbents are responsible for providing for children’s safety on school buses and for ensuring a safe environment including attending to health-related and behavior-related incidents, making referrals for incident resolution and interacting as needed with parents, teachers and others.</p> <p>Duties include activities such as attending to children’s minor medical needs; assisting bus driver clean the vehicle; assisting in stocking vehicles with supplies; monitoring student behavior and safety within District vehicles; and documenting incidents as necessary.</p> <p>The Bus Monitor is distinguished from other transportation classes in the primary focus on monitoring the safety of children on school buses.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Ensures safety of children including securing safety belts, car seats, and wheelchairs on buses; restraining violent children, attending to minor medical and personal hygiene needs; and helping students to and from buses and vehicles.	Daily 50%	A/1
Picks up and drops off students including escorting students to and from classrooms, delivering messages from parents or teachers, and helping students with backpacks and jackets.	Daily 20%	A/1
Assists driver in cleaning and making sure buses are equipped and stocked with supplies.	Daily 20%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	

<u>Training And Experience:</u>
High School Diploma or GED is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Licensing/Certification Requirements:

- CPR Certificate with AED;
- First Aid Certificate.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- School bus principles and procedures;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Managing student behavior in a vehicle;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and travel.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

