

Job Title: BUS MONITOR/SPECIAL EDUCATION
Reports to: Director of Transportation
Dept./School: Transportation
Wkly/Hrs Worked: 30 Hours
Wage/Hour Status: Non-exempt
Date Revised: July 22, 2019

Primary Purpose

Ride Special Education buses and help Special Education bus driver ensure safe and orderly transportation of students with disabilities.

QUALIFICATIONS

Education/Certification

None

Special Knowledge/Skills

Ability to follow verbal instructions and communicate effectively
Ability to operate safety equipment and adaptive equipment
Ability to work well with disable children

Experience

None

MAJOR RESPONSIBILITIES AND DUTIES

Student Management

1. Lift and carry students with disabilities on and off the bus according to their individual needs.
2. Supervise students as they board and leave bus and cross street.
3. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.

Routes and Schedules

4. Become familiar with all routes to and from school campus to be of assistance to driver.

Safety

5. Supervise use of seat belts, harnesses, or car seats by students.
6. Follow emergency procedures and help driver administer first aid, if necessary.
7. Operate equipment according to established safety procedures.
8. Follow established procedures and techniques to perform job duties including lifting, assisting students, etc.

Other

9. Become familiar with and follow procedures established by transportation and special education offices.
10. Work irregular hours as needed.

- 13. Exhibit punctuality and dependability in the workplace.
- 14. Perform other duties as assigned by supervisor.
- 15. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Wheelchair lift, ramp, lock, and special needs adaptive equipment

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent walking, stooping, bending, kneeling, pushing and pulling; moderate lifting and carrying. Work outside and inside; work around vehicles and machinery with moving parts; moderate exposure to extreme temperatures and vehicle fumes.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____