

Griffin-Spalding County School System

JOB SUMMARY

Category: Transportation

Title: Special Education Bus Monitor Job

Reports To: Driver Supervisor

Details: 182 Days/Non-Exempt/Full -Time

Salary Schedule: Classified Pay Grade: GG

Updated: 9/11/2023 Reviewed: 9/11/2023

This position assists the bus driver in maintaining a clean, orderly and safe environment while transporting students with disabilities.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Assists the school bus driver in all aspects of on-board duties
- Helps drivers maintain the planned route path
- Ensures that students safely embark and disembark from the school bus (To include helping them across the street or roadway)
- Ensures that students disembark at the correct stop
- Properly secures wheelchairs
- Properly utilizes CRS's (Child Restraint Systems)
- Assists drivers when loading and unloading non-ambulatory students
- Performs basic first aid
- Keeps the inside of bus clean
- Ensures that all safety related equipment is kept clean and stored properly
- Other duties as defined by the Director of Transportation or their designee

SUPERVISES

- No supervisory responsibilities

MINIMUM QUALIFICATIONS

- High School graduate or equivalent

PREFERRED QUALIFICATIONS

- Experience working with Special Needs students

COMPETENCIES NECESSARY TO DO THE JOB

- Ability to work compassionately and patiently with students with disabilities
- Ability to follow directions
- Ability to communicate in a polite and professional manner with students, co-workers, parents, and school staff members
- Ability to physically move students in wheelchairs
- Extensive knowledge of proper emergency bus evacuation procedures
- Extensive knowledge of planned routes, runs, and assigned stop locations
- First aid and CPR training required as part of the duties
- Ability to physically remove students from a disabled bus

- Ability to maintain confidentiality in regards to student information
- Ability to properly operate wheelchair securement and child restraint equipment
- Ability to comprehend and understand the manifested disabilities of students with special needs
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.

the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.