



## **Asst 3 / Transportation**

### **Purpose Statement**

The job of Asst 3 / Transportation is done for the purpose/s of assisting students during transport to and from school and school-related activities; assisting with loading and unloading students; assisting with bus safety and cleanliness; assisting special-needs students as requested; assisting the bus driver as needed.

This job reports to Director of Transportation

### **Essential Functions**

- Assists students and other passengers for the purpose of providing safe loading, unloading, and transport of students.
- Assists the driver with discipline, monitoring, and attending to first aid needs of students and other passengers for the purpose of maintaining a safe, orderly environment.
- Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.
- Attends unit meetings (e.g. in-service training, workshops, First Aid/CPR, etc.) for the purpose of gathering information required to perform job functions.
- Instructs students in orderly bus behavior for the purpose of maintaining student safety and well being during transport to and from school and school-related activities in accordance with local, state, and federal guidelines and regulations.
- Monitors students with special needs until released to appropriate supervisory personnel (e.g. teacher, instructional assistant, parent, etc.) for the purpose of ensuring the safe transportation of all passengers.
- Performs assigned cleaning duties (e.g. sweeping the floor, sanitizing seats, washing inside windows, etc.) for the purpose of maintaining a healthy transportation environment.
- Secures students and/or their equipment (e.g. restraints, wheel chair tie downs, seat belts, etc.) for the purpose of ensuring the safety and well-being of students.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; operating equipment used in transporting special needs students; and administering first aid.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities/behaviors; codes/laws/rules/regulations/policies; and safety practices.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize

specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; working as part of a team; adaptability; flexibility; and reliability.

**Responsibility**

Responsibilities include: working with immediate supervision; providing information and/or advising others; operating within a defined budget. There is some opportunity to effect the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

State Physical Abilities Test for Bus Assistants

**Certificates and Licenses**

CPR/First Aid Certificate

**Continuing Educ. / Training:**

State Physical Abilities Test once each year

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 3