

SECTION **SERVICE PERSONNEL**
AREA **ASSISTANTS**
TITLE **Transportation Aide (Special Education)**

QUALIFICATIONS:

1. Knowledge of bus passenger safety and effective discipline procedures.
2. Successful experience working with children.
3. Ability to communicate effectively with students, parents and school staff.
4. Ability to relate to students in a patient and caring way.
5. Knowledge of the diverse needs of students with disabilities.
6. Training in basic first aid.
7. Ability to take and follow directions.
8. A valid driver's license.
9. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and acceptable proof of Mantoux test results.

REPORTING RESPONSIBILITY:

The Transportation Aide (Special Education) reports to the Transportation Coordinator, and is indirectly responsible to the Supervisor(s) of Special Education.

JOB GOAL:

Assists the bus/van driver in loading, unloading, and supervising students being transported in district vehicles to and from school.

TERMS OF EMPLOYMENT:

Terms of employment consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

The Transportation Aide (Special Education) shall be evaluated in writing by the Transportation Coordinator or designee at least once each year. Input shall be requested from the bus/van driver as part of the evaluation process. The evaluation shall be based in part on the performance of the responsibilities listed in this position description. See Policy 4022, Evaluation of Staff

PERFORMANCE RESPONSIBILITIES:

1. Assists the bus/van driver in maintaining safe and proper student conduct on the bus/van and intervenes as necessary.
2. Assists disabled students in getting on and off the bus/van and assists disabled students to their seats and ensures seat belts (if available) and/or restraints are properly secured.
3. Assists student(s) with physical disabilities into the school or transfers the student to another responsible adult.
4. Implements directions from the student's individualized educational program (IEP) that are related to the student's transportation.
5. Assists the driver in safely and efficiently evacuating students from the vehicle in the event of an emergency
6. Maintains confidentiality in all matters related to the position.
7. Provides instruction to students regarding passenger safety.
8. Participates in scheduled emergency bus exit drills.
9. Attends mandatory in-service training programs.
10. Provides written records, as requested by supervisor.
11. Performs other duties as required for the daily operation of the transportation program and/or as may be assigned by the supervisor.
12. Ability to perform all necessary physical tasks with competence.
13. Ability to anticipate needs and to respond calmly and effectively to emergency/crisis situations.

MACHINERY / EQUIPMENT USED:

Working knowledge of district and commercial transportation and communication systems and all other equipment and items associated with safety and the district's school transportation programs. Manual and automated prosthetic and assistive devices necessary to maintain the well being of the student(s).