



For the future of every student

CLASS TITLE: TRANSPORTATION ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the transportation of students to and from school and activities; assist drivers in the loading, unloading, securing and monitoring of students; provide behavior support and guidance to the students while being transported; operate a district vehicle (up to a nine passenger vehicle) for the purposes of providing safe and secure transportation for students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist students (e.g. scanning cards, securing seat belts, etc.) for the purpose of providing for their needs during transport; safely load and unload students from buses including both emergency situations and normal transport. May be required to render medical aid or other required services to students during transport.

Provide behavior support for the purpose of enforcing rules and regulations while in transport and providing positive discipline and guidance for students.

Monitor student behavior for the purpose of preventing distraction to the driver or injury to themselves or other students/passengers.

Report observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.

Secure students and/or equipment (e.g. wheelchairs, seat belts, etc.) for the purpose of ensuring the safety and welfare of students.

Provide courteous, professional contact with parents, students, staff and the general public.

Assist in maintaining the school bus and other motor equipment in a clean and safe operating condition

Perform routine safety checks of assigned vehicles, report problems or equipment malfunctions

Maintain required records, complete and file accident reports when necessary.

May be required to (re)fuel District owned vehicles.

Drive vans or automobiles as needed to transport individual or small groups of students when schedules and/or destination needs are not compatible with routes or special time limitations.

Attend meetings and trainings for transportation department; may be required to attend other meetings and/or trainings necessary to carry out the essential duties/functions of the position.

Other related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Safe and defensive driving practices.
Applicable traffic and student transportation laws, codes and regulations.
Basic first aid procedures.
Basic record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
Oral and written communication skills.

ABILITY TO:

Drive a passenger vehicle safely and efficiently.
Learn and apply District policies and procedures related to student discipline.
Maintain a safe discipline level among passengers.
Meet schedules and time lines.
Observe legal and defensive driving practices.
Learn and follow designated routes.
Maintain vehicle in clean and proper working condition.
Conduct safety inspections and perform routine preventive maintenance.
Administer first aid.
Maintain routine records.
Understand and follow oral and written directions.
Communicate effectively with others
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent) and six months of experience working with children and/or young adolescence. Alternatively, individuals currently enrolled in or who have completed VUSD's Bus Driver Training Program will be considered to have met the experience requirement.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California Driver's License
- Possess and maintain a safe driving record (DMV H-6).
- Valid NCPI (Non-Violent Crisis Intervention) training and certification; employees must fulfill certification requirements within the first six (6) months of the probationary period.
- Valid First Aid and CPR certifications; employees must fulfill certification requirements within the first three (3) months of the probationary period.

WORKING CONDITIONS:**ENVIRONMENT:**

School bus, Motor Vehicle, indoor and outdoor environments.
Exposure to fumes, dust, odors, oil/grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time while operating buses.
Hearing and speaking to exchange information.
Reaching, pulling and pushing to open bus doors.
Bending at the waist, kneeling or crouching to lift, load, and secure students.

Climbing ladders or steps.
Reaching overhead, above the shoulders or horizontally.
Seeing to monitor passengers and to operate a vehicle.

HAZARDS:

Traffic hazards.
Driving a vehicle during adverse weather conditions.
Fumes from chemical cleansers and bus operation.
Potential contact with blood and other body fluids.

Approved by Personnel Commission: 10/20/2021