

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: STUDENT TRANSPORTATION ASSISTANT

BASIC FUNCTION:

Under the general direction of the Transportation Supervisor, assists the Bus Driver in the transportation of special education students needing special attention and care on buses. Recognize and meet the special needs of the children being transported; and performs related duties as required or assigned.

ESSENTIAL DUTIES:

Provides assistance to a school bus driver in carrying out the responsibilities of transporting students safely.

Assists with the loading and unloading of students, infants, and wheelchairs; including the proper operation and use of chair-lifts, tie-downs, seat belts, quick release harnesses, infant seats, and specially designed infant wheel-chair seats.

Provides assistance in meeting the needs of physically and/or emotionally challenged children being transported; being empathetic to their needs, and maintaining confidentiality as to sensitive information acquired.

Assists driver in maintaining order and discipline of students while in transit; according to established policies and procedures.

Consults with and receives overall direction from the Transportation Supervisor regarding such matters as assigned hours, appropriateness of student discipline measures, procedures for carrying out assigned duties and the like.

Receives direction from the assigned bus driver regarding specific procedures to be followed in assisting that driver.

OTHER REPRESENTATIVE DUTIES:

May assist with washing and cleaning school buses, inside and out.

May be selected for bus driver training; based upon school district needs.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Transportation Supervisor. Receives supplemental instructions from the assigned bus driver. Does not supervise other employees.

Internal Contacts: Continuous contact with Transportation Supervisor, the Bus Driver/Instructor, other Bus Drivers, and students. Frequent contact with school principals, teachers, and the Administrator, Special Education.

External Contacts: Frequent contact with parents.

KNOWLEDGE OF:

Appropriate behavior management techniques and interventions for use with special education students.

Child guidance principles and practices; especially as they relate to students with learning disabilities.

Standard American English usage, grammar, spelling, punctuation and vocabulary.

Reading, writing and oral communication skills.

Interpersonal relations skills; using tact, patience and courtesy.

ABILITY TO:

Maintain order and discipline of children while in transit, and respond appropriately in emergency situations.

Exercise flexibility, patience and sensitivity.

Perform appropriately in situations requiring tact and diplomacy.

Make arithmetic calculations.

Learn the procedures, functions and limitations of assigned duties.

Understand and follow both oral and written directions.

Communicate effectively with children and adults.

Understand the exceptional needs of special education students.

Work confidentially with discretion.

Learn applicable traffic and student transportation laws, codes, and regulations.

Learn and follow designated routes and time-schedules.

Learn to read and interpret maps.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: (1) high school diploma or general education degree (GED); (2) paid or volunteer experience working with children, and/or course-work in child psychology or similar subject matter areas.

LICENSES AND OTHER REQUIREMENTS:

Not applicable.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit; climb or balance; and stoop, kneel or crouch. The employee must frequently lift and/or move up to 50 pounds and may occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and outside weather conditions. The employee is frequently exposed to vibration. The employee is occasionally exposed to moving mechanical parts and high, precarious places. The noise level in the work environment is usually loud.

In addition, student transportation assistants are subjected to traveling from site to site on school buses; traffic sounds and noise; working split-shift and special assignments.

PREPARED BY:	<u>Classified Personnel Department</u>	DATE: 6/98
APPROVED BY:	<u>Board of Trustees</u>	DATE: 6/20/85
APPROVED BY:	<u>Personnel Commission</u>	DATE: 3/15/94
REVISED BY:	<u>Personnel Commission</u>	DATE: 7/98
REVISED BY:	<u>Personnel Commission</u>	DATE: 2/06