

OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

BUS TRANSPORTATION ASSISTANT

SALARY LEVEL:	9	DIVISION:	Classified
DEPARTMENT:	Transportation	LOCATION:	Garage
REPORTS TO	Transportation Supervisor		
APPROVED BY:	Board of Trustees	DATE:	April 2, 2014

SUMMARY: Under supervision, maintains order and attends to the needs and safety of special needs students being transported to and from schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

Assist in providing safe transportation for physically and mentally disabled students.

Assist with the loading and unloading of students; utilize a wheelchair lift as necessary.

Monitor student behavior.

Provide assistance to meet the special medical and/or behavioral needs of students.

Maintain order and discipline by stopping fights, controlling excessive noise and disruptive behavior among students in accordance with District policies and procedures.

Assure student understanding of proper bus behavior and emergency procedures.

Assist student in wheelchairs by loading and securing chairs before departure and assuring students are safely fastened into their seats; secure seat belts, harnesses, tie downs and various adaptive and assistive devices; restrain physically active or aggressive students at needed.

Determine appropriate action in potential or real medical emergency situations according to established guideline; administer first aid to passengers as needed.

Communicate with teachers, staff and parents concerning student needs, issues and concerns.

Clean up after students as needed.

Maintain routine records related to student behavior and assigned activities.

Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND / OR EXPERIENCE: High school diploma or general education degree (GED).

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ABILITY TO:

Work with the bus driver in the safe transportation of students.
Demonstrate an understanding, patient and receptive attitude toward special needs students.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Maintain confidentiality and communicate positively with parents, children, staff and the community.
Observe health and safety regulations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to deal with problems involving a few known variables in routine situations. Ability to read a street map. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current California Driver's License
CPR/FA certificate desirable

OTHER SKILLS AND ABILITIES: Ability to work on a variety of task with frequent interruption. Ability to interact with students, parents, staff and others in an open, friendly manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, stand, walk, stoop, kneel, bend at the waist, and crouch. The employee frequently listens, hears, and talks.

The employee must frequently lift and / or move children as assigned by the position. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to heavy, however due to local traffic conditions it may occasionally be loud. Due to the busy nature of a school vehicle, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members and staff members.