

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

**EXCEPTIONAL STUDENT EDUCATION TRANSPORTATION AIDE TO OTHER DISTRICTS**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Experience or training in the care of children preferred.
- (3) Possess a valid Florida CDL with passenger endorsement if required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and understanding of exceptional education students. Knowledge of and ability to use crisis intervention and prevention techniques. Ability to follow directions and to work as a team member. Knowledge of and ability to use CPR and apply first-aid.

**REPORTS TO:**

Director, Transportaion

**JOB GOAL**

To assist in providing safe and efficient transportation so that students may enjoy the advantages of the District's educational programs.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Experience or training in the care of children preferred.
- \* (2) Work under the direction of the Supervisor of Transportation.
- \* (3) Assist in the maintaining good student conduct on the bus.
- \* (4) Work with the bus driver in assisting students in getting on and off the bus in an orderly fashion. Lifting will be required to assist students in wheelchairs.
- \* (5) Be aware of history of each student so as to recognize indications of illness, etc.
- \* (6) Know and observe all mandatory safety regulations for school buses.
- \* (7) Exercise responsible leadership at all times.
- \* (8) If, for any reason, a student is not deposited at his/her assigned school, with the knowledge of responsible school officials the exceptional transportation aide will assist the bus driver in providing responsible supervision to the student until the student is returned to the assigned school or returned to school officials or parents.
- (9) Attend required in service training programs as deemed necessary by the Supervisor of Transportation.
- (10) Help the bus driver in keeping the assigned bus clean.

**28.00**

**EXCEPTIONAL STUDENT EDUCATION TRANSPORTATION AIDE TO OTHER DISTRICTS (Continued)**

- (11) Discharge students only at authorized stops.
- (12) Report all accidents and complete required reports.
- (13) Make all reports to the Supervisor of Transportation as required.
- (14) Perform other duties as may be assigned by the Supervisor of Transportation.
- (15) Be knowledgeable of the pre-tripping procedure of a school bus, and assist the driver in the pre-tripping of the bus each day.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.  
(215 days)

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\* Essential Performance Responsibilities

**Job Description Supplement Code 8**