

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: TRANSPORTATION ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a school bus driver in the transportation of children to and from school and activities; assist drivers in the loading, unloading, securing and monitoring of students with special needs; assist with student transportation operating a District van as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a school bus driver in the transportation of children to and from school and activities; monitor children and assure proper discipline and behavior on the bus; monitor children at bus stops.

Assist drivers in the loading, unloading, securing and monitoring of students with special needs.

Assist with student transportation operating a District van as assigned by the position; transport special needs students to and from school according to established procedures.

Perform basic cleaning duties to maintain van in a clean and sanitary condition according to established procedures as assigned.

Work effectively with drivers, students, parents and other school staff members; communicate with students regarding proper behavior on bus; contact local emergency services personnel as necessary.

Maintain current knowledge of District student transportation rules and regulations and enforcement.

Prepare and maintain records and reports related to duties as assigned by the position.

Attend meetings as assigned by the position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School District bus rules and regulations.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Health and safety regulations.

Safe and defensive driving practices.

ABILITY TO:

Communicate effectively both orally and in writing.
Learn and apply policies and procedures related to student discipline on buses.
Maintain a safe discipline level among passengers.
Establish and maintain cooperative and effective working relationships with others.
Maintain routine records.
Learn department objectives and goals.
Determine appropriate action within clearly defined guidelines.
Operate a District van.
Observe legal and defensive driving practices.
Learn and follow designated routes.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent.

Experience: Sufficient training and experience to demonstrate the required knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Valid First Aid and CPR certifications issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

School bus environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time.
Seeing to monitor bus activities.
Lifting, carrying, pushing or pulling heavy objects.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching.
Reaching overhead and above shoulders.
Climbing stairs.

HAZARDS:

Traffic hazards.
Exposure to fumes, dust, odors, oil/grease and gases
Potential contact with blood and other body fluids.
Potential for contact with blood-borne pathogens and communicable diseases.