

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201 JOB DESCRIPTION

Job Title: **Transportation Aide**
 Pay Schedule/Range: **TBD**
 Prepared/Revised Date: **February 2025**

Reports To: **Director of Transportation**
 FLSA Status: **Non-Exempt**
 Work Year: **174 Days**

SUMMARY: The Transportation Aide’s primary responsibility is to assist in the care, safety and support of students to and from school on an assigned transportation route while traveling in a school bus or in an assigned vehicle. A Transportation Aide is responsible for the safe and appropriate operation of adaptive equipment assigned to the school bus/vehicle and/or the student(s) on the school bus/vehicle. Additionally, it is the responsibility of the Transportation Aide to assist in the management of a safe transportation environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions
1. Monitors students throughout the bus route to ensure student safety, that seat belts are used when needed, that wheelchairs are securely tied-down, etc., and the bus rules are followed.
2. Is knowledgeable about each assigned student’s needs, including medical concerns. May be required to assume responsibility for performing the personal care required by a student’s IEP during the boarding, transporting and departing of students.
3. Operates all adaptive equipment assigned to the bus and to the assigned students, including the adaptive transportation lit.
4. Familiar with the operation of all assigned communication equipment, including the two-way radio (in accordance with district policy), bus evacuation and accident procedures, and able to operate them accurately and safely.
5. May be required to exercise student management through correct use of communication and disciplinary procedures to assure minimal distractions to the bus driver and report discipline problems using appropriate school district procedures.
6. Familiarize him/herself with the safety rules of the job and participate in all safety training provided by the school district and implement the safety rules on the assigned bus/vehicle.
7. Works in a friendly manner with co-workers, students, parents and other school employees and community.
8. Assists in the boarding, transporting and departing of students.
9. Provides necessary assistance to assigned students.
10. Provides support and instruction to help students understand and comply with the school bus safety rules by monitoring students throughout the bus route.
11. Assists with basic first aid when required.
12. Maintains associated paperwork, reports and documentation as requested.
13. Maintains good work habits through timeliness and reliable attendance for daily assignment.
14. Maintains confidentiality at all times.
15. Performs other tasks and assumes such other responsibilities as may be made assigned from time to time.

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.
- Certification of good health signed by a licensed physician

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Maintain confidentiality in matters relating to staff, students and administrators
- Learn and observe safety practices
- Exercise good judgment
- Communicate with diverse groups
- Follow written and verbal instructions in English
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Multitasking and time management skills, with the ability to prioritize tasks
- Demonstrates professionalism and contributes to a positive work environment
- Maintains an acceptable attendance record and is punctual
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE
	Director of Transportation

Direct Reports:	POSITION TITLE	# of Employees
	None	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS: The usual and customary methods of performing the job’s functions require the following physical demands: occasionally lift and/or move a minimum of 20 pounds; carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant finger/dexterity in order to operate a two-way radio when needed. Ability to climb stairs and safely assist students in evacuating the bus through the emergency exit door. Generally the job requires 60% sitting, 20% walking and 20% standing.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.