CLASS TITLE: **SPECIAL EDUCATION TRANSPORTATION ASSISTANT**

DEFINITION: Under the direction of the Transportation Services Coordinator, ride a school bus or orthopedic transportation vehicle to provide safe and secure transportation for students with physical, medical, educational and emotional disabilities; assist drivers in the loading, unloading and securing of disabled students; may provide monitoring and disciplinary support in non-Special Education transportation settings; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Ride a school bus or orthopedic transportation vehicle to provide safe and secure transportation for students with physical, educational and emotional disabilities
- Passengers in a school pupil activity bus shall wear seat restraints in conjunction with Education of California Code Regulations Section 14103 and that pupils transported in a school bus are under the authority of the driver of the bus. Transportation Assistants may assist drivers in the proper fastening and release of the passenger seat restraints, acceptable placement for the passenger seat restrain and specific times at which passenger restraint system shall be fastened and released.
- Provide basic medical care and first aid to students, as necessary
- Maintain order and discipline on bus as required; monitor student activities to assure children remain seated and comply with bus safety procedures
- Maintain current knowledge of Emergency Evacuation procedures as required
- Operate equipment, including seat belts, safety vests and other adaptive equipment as necessary
- Assist with monitoring behavior of students for student safety on a school bus
- Establish and maintain cooperative relationships with students and staff
- Model appropriate behavior modification techniques
- Attend and participate in assigned meetings, workshops and seminars

DESIRABLE QUALIFICATIONS:

Training and Experience: High school diploma and some form of related higher education, Associate of Arts Degree, Bachelor's Degree, etc.; college preparation in child growth and development is desirable.

Knowledge of:

- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students with special needs

Skill in:

- Lifting students according to established guidelines
- Using proper lifting methods
- Maintaining current knowledge of Emergency Evacuation procedures
- Performing first aid and medical care
- Observing health and safety regulations

- Have the physical capacity sufficient to perform the essential functions of the position
- Assisting drivers in loading, unloading and securing of students with special needs
- Understanding and relating to children with special needs

Ability to:

- Ride a school bus or orthopedic transportation vehicle to provide safe and secure transportation for students with physical, medical, educational and emotional disabilities
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Tolerate abnormal behavior patterns in children
- Use confidential materials with discretion
- Apply special instructional or communication procedures as needed

Licenses:

A valid California Driver's License may be required.

Certificates and Other Requirements:

Meet requirements as set forth in applicable State and Federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogens).

Current certification in cardiopulmonary resuscitation (CPR) and First Aid will be required.

Environment:

School bus settings or other District designated environment working with students in a diversified special education environment.

Physical Abilities:

Sufficient vision to monitor students during activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 416, Step 3
MT. DIABLO UNIFIED SCHOOL DISTRICT Board Approved: 1/9/07
Board Revision: 6/22/15