

**Central Valley School District  
Job Description #403**

**TITLE            Transportation Assistant, Special Needs Students**

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**GENERAL SUMMARY**

Perform a variety of tasks related to assisting bus drivers and students in the safe and efficient transportation of special education students under stressful situations in all types of weather conditions.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Supervisory Assistant may perform all or a combination of the following:

1. Supervise students by enforcing safety regulations while riding the bus.
  - a. Assists in properly securing wheelchairs.
  - b. Properly fasten in seats when required.
  - c. See that each child is seated and stays seated.
  - d. Additional safety regulations as applicable.
2. Load and unload students, including wheelchair and other mobility assisted students.
3. Work cooperatively with parents and school building staff.
4. Accurately maintain student logs/records as scheduled.
5. Assist with management of children with special health problems, e.g. seizures, respiratory, etc.
6. Maintain confidentiality regarding student issues and records.
7. Assist in maintaining a healthy, safe, clean bus interior to a high health standard (student body fluids such as saliva, vomit, feces/urine, etc.).
8. Wear attire appropriate for the safe performance and physical nature of the responsibilities inherent in this position, as determined by the immediate supervisor.
9. Perform other duties as required by the Director/Coordinator of Special Education and the Supervisor of Transportation.

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**OTHER FUNCTIONS**

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**REPORTING RELATIONSHIPS**

This position reports to the Director/Coordinator of Special Education and the Supervisor of Transportation

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**MENTAL DEMANDS**

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**PHYSICAL DEMANDS**

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Required to sit for prolonged periods; required to lift, move and carry equipment; potentially exposed to a variety of ordinary infectious diseases carried by students; required to lift, carry, position and restrain students; may need to take precautions to avoid exposure to student bodily fluids and cleaning or disinfecting compounds; exposed to diesel fumes when unloading students; required to work outdoors in inclement weather; required to remain confined to a school bus for extended periods of time; may be exposed to biting behavior and the outbursts of severe behavior disordered students; exposed to student and bus noise levels; exposed to equipment such as lifts with a cutting or crushing potential; required to crouch, bend, push, pull and work in other non-routine positions; required to attend to students' personal hygiene. May be required to lift up to 50 pounds.

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**QUALIFICATIONS**

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1. High school diploma or equivalent.
2. Has desire and skill to work with disabled children.
3. Demonstrated ability to communicate clearly with students, staff and parents.
4. Possess the ability to maintain congenial and positive service-oriented working relationships with students, parents and the public.
5. Prior successful instructional experience and/or training working with disabled individuals.
6. Possesses appropriate health, including hearing, vision and physical strength to assist and care for students, as demonstrated through physical capabilities screening by the designated health professional performed every two years.
7. Ability to maintain control over student passengers utilizing effective student management techniques, and remain calm in a crisis situation.
8. A valid first aid card is required.
9. Core Competency courses 1-14 must be completed within 1 year of hire.

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**CONDITIONS**

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The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**UNIT AFFILIATION**

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PSE – Transportation

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