



Leadership • Collaboration • Support

JOB TITLE: Transportation Assistant

CSEA Salary Schedule, Range 15

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To provide transportation assistance either on a school bus or in program vehicles. Supervises students while being transported to and from school or school activities.

JOB REQUIREMENTS AND QUALIFICATIONS

- High School diploma or G.E.D. equivalent; must pass proficiency examination.
- Possession of a valid California driver's license preferred.
- Must have CPR and First Aid or ability to obtain.
- Ability to understand and follow both oral and written instructions.
- Ability to work with students in specialized and regular settings with ability to handle variance in student behaviors and other student needs.
- Ability to handle confidential materials with discretion.
- Ability to establish and maintain effective work relationships with county office personnel, school district personnel, outside agencies, and parents.
- Ability to learn and apply basic methods and procedures to be followed in addressing behavioral or medical needs.
- Physically lift, assist, and restrain students, as necessary.
- Exercise good judgment.
- Ability to assist students on and off the bus and program vehicles.
- Ability to learn applicable motor vehicle laws and safety regulations related to student transportation.
- Knowledge of or ability to learn the use of two-way radios and other communication devices.

- Knowledge of or ability to learn SCOE vehicle emergency procedures.

ESSENTIAL DUTIES

- Supervises assigned students on bus or program vehicle.
- Secures students in seats for transporting in program vehicles.
- Loads, unloads, and secures assigned student(s) in program vehicle (car seats, wheel chairs, seat restraints).
- Assists driver with student behavior problems and keeping an orderly bus.
- Escorts students to their classroom or activities.
- Assists in maintaining a clean program vehicle.
- May be required to drive program vehicle with or without students.
- May administer first aid treatment if an emergency or unusual situation should arise.
- May use communication devices in program vehicles.
- May be trained to perform specialized health care procedures for individual students.
- May be trained to perform behavior intervention procedures for students.

MARGINAL DUTIES

- Assists with classroom or other SCOE sites as needed.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of policies and procedures.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (60%)

Walking (20%)

Sitting (20%)

Body Movement (Frequency):

| None (0) | Limited (1) | Occasional (2) | Frequent (3) | Very Frequent (4) |
|--------------------------------------|-------------|--------------------------|--------------|------------------------------|
| Lifting – lbs. (0-40) | | Lifting (3) | | Bending (4) |
| Pushing and /or Pulling Loads (3) | | Reaching Overhead (2) | | Kneeling or Squatting (3) |
| Climbing Stairs (2) | | Climbing Ladders (0) | | |