

## **TRANSPORTATION ASSISTANT - SPECIAL NEEDS**

### **Purpose Statement**

The job of Transportation Assistant - Special Needs was established for the purpose/s of assisting special education students during transport to and from school and/or special activities; and ensuring the safety and sanitation of assigned vehicles.

This job reports to Director-Transportation

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### **Essential Functions**

- Assesses potential emergency situations on the bus and within loading and unloading zones for the purpose of taking appropriate action to protect the well being of passengers.
- Assists students for the purpose of providing for special needs during transport, safe loading and unloading from buses including both emergency situations and normal transport.
- Instructs students for the purpose of enforcing rules/regulations and maintaining safety.
- Maintains cleanliness of bus (e.g. windshields, mirrors, interior/exterior of bus, picking up debris, sweeping floor, wiping upholstery, etc.) for the purpose of maintaining appearance, sanitation and safety of vehicle.
- Monitors students for the purpose of preventing distraction to the driver or injury to themselves or other students/passengers.
- Prepares written materials (e.g. incident reports, passenger misconduct, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Reports observations and/or incidents (e.g. discipline, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Secures students and/or equipment with restraints, tie downs (e.g. wheelchairs, seat belts, etc.) for the purpose of ensuring the safety and well-being of students.

### **Other Functions**

- Attends meetings (e.g. classroom & behind the wheel training, inservice, safety, etc.) for the purpose of receiving and/or conveying information to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; and operating equipment used in transporting special needs students.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: learn and use techniques and principles of crisis intervention, physical restraints and behavioral management including interventions for managing assault and other aggressive behavior; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; and working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

CPR/AED First Aid Certificate within 30 days of hire

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

10/15/2013

**Salary Grade**

Classified 46

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_