



Paso Robles Joint Unified School District Job Description

Title: Transportation Assistant

Classification: Classified

Reports To: Supervisor of Transportation

Salary: Classified Salary Schedule

Basic Function:

Under general supervision, assists students while they are being transported to and from school, and provides discipline and guidance to the students while they are on the bus. This job class is also responsible for the safe operation of a 9 passenger or less non-school bus vehicle and for ensuring the safety of student passenger while meeting established transportation schedules.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to the following:

- Assist students (e.g. tying shoes, mittens, hats, coats, etc.) for the purpose of providing for their needs during transport, safe loading and unloading from buses including both emergency situations and normal transport. May be required to render medical aid or other required services to students during transport.
 - Instruct students for the purpose of enforcing rules and regulations and providing positive discipline and guidance for students.
 - Monitors student behavior for the purpose of preventing distraction to the driver or injury to themselves or other students/passengers.
 - Report observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
 - Secures students and/or equipment (e.g. wheelchairs, seat belts, etc.) for the purpose of ensuring the safety and welfare of students.
 - Provides courteous, professional contact with parents, students and general public.
 - Assist in maintaining the school bus and other motor equipment in a clean and safe operating condition. Maintain good order among students on the bus following
 - District policies regarding the disciplining of children.
 - Make routine safety checks, report problems or equipment malfunctions.
 - Maintain required records. File accident reports when necessary.
 - May be required to (re)fuel District owned vehicles.
 - Attend scheduled safety meetings and safety programs; report incidents which affect the safety of pupils and other District employees.
 - Drive vans or automobiles as needed to transport individual or small groups of students whose schedule or destination needs are not compatible with routes or special time limitations.
 - Operate two-way radio and other related equipment.
 - Performs related duties as assigned.
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PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements: Ability to see for purposes of driving a vehicle, observing students, or reading documents or other printed materials. Ability to understand and carry out oral and written instructions. Ability to understand speech at normal levels in person, on the telephone, or over two-way radio. Ability to communicate so others will be able to clearly understand a normal conversation in person or on the telephone. Ability to operate a vehicle with dexterity. Ability to routinely lift/carry equipment and supplies weighing up to 25 pounds and to occasionally lift/carry equipment and supplies weighing up to 75 pounds.

WORKING CONDITIONS

The working environment of a transportation assistant is subject to sitting for long periods of time in vehicles, bending to clean vehicles, crouching to check tires and underneath passenger seats, climbing steps, pushing/pulling of shifting, reaching while in a standing or sitting position, exiting from the vehicle through the rear/side emergency exit during drills and actual emergencies. Driving a vehicle in cold, and/or wet-rainy, or windy, or humid, or hot conditions without the use of a air conditioner. May drive in heavy-congested traffic in bright daylight or during night time hours. May be required to drive through limited visibility due to rain, fog, and dust and/or snow conditions. Being exposed to students that may be suffering from colds, flu or other illnesses/disabilities. Being exposed to dust, pollen and gasoline, diesel and/or methanol exhaust fumes for a limited amount of time.

QUALIFICATIONS - REQUIRED

Knowledge of safe driving practices, State laws, rules and regulations pertaining to pupil transportation.
Must possess and maintain a valid California Driver's License (Class A, B, or C).
Possess and maintain a safe driving record (DMV H-6).
Must possess valid First Aid and CPR Certifications.

EXPERIENCE AND EDUCATION

High School diploma or GED equivalent.

9/28/2010