

Job Title: Special Education Transportation Aide

Exemption Status/Test: Nonexempt

Reports to: Director of Transportation

Date Revised: 2021

Dept./School: Transportation

Pay Grade: OT 0

Primary Purpose:

Ride buses and help drivers ensure safe and orderly transportation of students with disabilities.

Qualifications:

Education/Certification:

None specified

Special Knowledge/Skills/Abilities:

Ability to understand and follow written or verbal instructions

Ability to operate safety equipment and adaptive equipment

Ability to manage student behavior

Ability to work well with children with disabilities

Excellent public relations, organization, communication, and interpersonal skills

Experience:

Some experience assisting children with special needs preferred

Major Responsibilities and Duties:

Student Management

1. Assist students on and off the bus according to their individual needs including lifting and carrying students with disabilities.
2. Supervise students as they board and exit the bus and cross the street following established safety procedures.
3. Escort students into the building and deliver them to their assigned destination.
4. Instruct students on safe entering, exiting, and riding rules and regulations.
5. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
6. Manage student behavior and report student discipline problems in a timely manner to the appropriate administrator.
7. Communicate with teachers and parents regarding student behavior while on the bus.

Routes and Schedules

8. Complete and maintain accurate, updated, and timely records and reports including route sheet and daily non-notification forms.
9. Assist driver keeping bus clean and performance of pre- and post-trip inspections.

Other

10. Operate equipment according to established safety procedures. Make sure seat belts, harnesses, or car seats are used correctly and help students use safety devices when needed.
11. Follow emergency procedures including evacuation of students as needed and assist the driver to administer first aid, if necessary.
12. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.
13. Demonstrate superior customer service with district staff, students, and community stakeholders.
14. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Specialized and adaptive equipment used by students

Posture: Frequent standing and sitting; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and reaching

Lifting: Frequent heavy lifting (45 pounds or over) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students, and lifting and moving adaptive equipment

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise and vehicle fumes; exposure to biological hazards (bacteria, communicable diseases); work around vehicles and machinery with moving parts; may work irregular or prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: _____

Employee Signature: _____ Date: _____