

# TEHAMA COUNTY DEPARTMENT OF EDUCATION

## TRANSPORTATION ASSISTANT

### DEFINITION:

Under supervision of the Bus Driver/Coordinator, the Transportation Assistant, will assist in the safe transportation of educationally, physically and/or medically fragile disabled students, and perform other duties as assigned.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Monitor student(s) during transportation to and from school; administer basic first aid/CPR care as necessary.
- Initiate emergency medical service (EMS) as necessary.
- Must understand the concept of confidentiality and observe it at all times.
- Ability to demonstrate a high degree of positive contact with assigned students.
- Ride bus to and/or from school to attend to needs of students who have health needs.
- Alert school nurse(s) to special problems or significant needs of students.
- Perform health procedures as directed by your supervisor(s).
- Drive occasionally for department business (optional).
- Other duties as assigned.

### QUALIFICATIONS and REQUIREMENTS:

- Graduation from high school or equivalent.
- Obtain First Aid/CPR certification.
- Prior experience working with children and youth is desirable.
- Prior experience working in a medical setting is desirable.

### KNOWLEDGE OF and ABILITY TO:

- Interpersonal skills using tact, patience and courtesy.
- Demonstrate temperament appropriate to the transportation of students with disabilities.
- Provide safe and secure transportation assistance for students with physical, medical, educational, and emotional disabilities while riding a school bus or orthopedic transportation vehicle.
- Maintain consistent, punctual, and regular assistance.
- Remain seated for extended periods of time.
- Provide first aid care to students as needed.

- Follow oral and written directions.
- Work with a minimum level of supervision.
- Maintain composure under a variety of conditions.
- Within scope of first aid training, identify and respond to student health needs.
- Recognize and follow chain of command.
- Use a cellular telephone to summon appropriate medical personnel.

#### PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 40 to 50 pounds of force to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent