



PALOMINAS SCHOOL DISTRICT #49

Position Description

JOB TITLE:	Transportation Aide
DEPARTMENT:	Transportation
REPORTS TO:	Transportation Supervisor
FLSA STATUS:	Non-Exempt
SUPERVISORY DUTIES:	None
APPROVED ON:	12/06/11

SUMMARY: Assists Transportation Supervisor with providing safe and efficient transportation of students and staff and for the training and oversight of district bus drivers and maintenance personnel.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists Supervisor with the administration of the transportation department.
- Maintains instructional files.
- May drive a district vehicle over designated routes in accordance with time schedules, picking up and discharging students, directing students across the street and stopping traffic when necessary.
- Assists in the establishment of bus routes to provide adequate transportation for all students attending classes, including students with special needs and instructs all bus drivers concerning their respective routes.
- Follows district/transportation policies regarding the discipline of students and contact with parents and other persons.
- Checks to see that the exterior and interior of the vehicles are kept clean and maintained in safe operating conditions.
- Administers first aid and CPR as required.
- Assists in instructing drivers in performing head counts and evacuation drills and monitors them to ensure that they are performing such duties properly.
- Assists Supervisor in the preparation of reports for Superintendent and/or Governing Board upon request.
- Helps establish and maintain communications with administrator(s), parents, staff and students.
- Responds to suggestions or complaints in a timely professional manner.
- Performs other necessary Transportation Aide duties as directed.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Knowledge of safe driving practices, provisions of the Arizona Motor Vehicle Code, local geography of the area and first aid practices.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.

- Ability to establish priority ordering of tasks necessary to complete tasks and convey these understandings and priorities to others.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to cope with job stress while exhibiting patience and tact when dealing with others.
- Perform all duties in accordance with Federal and State laws, district procedures and Board policies.
- Ability to handle special needs students without confrontation and conflict.
- Produce accurate work and complete assignments with minimal supervision.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School graduate or G.E.D.
- Possess a valid Arizona driver's license.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms, and grasp. The employee is frequently required to sit, stand, walk and operate hand and foot controls simultaneously. The employee may be required to move fifty pounds and could occasionally lift or move up to seventy-five pounds.

WORK ENVIRONMENT:

Office and motor vehicle environment. This position regularly works indoors and outdoors in all weather conditions. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with students, employees and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.