

## VISTA UNIFIED SCHOOL DISTRICT

### TRANSPORTATION ASSISTANT

#### **Purpose Statement**

The purpose of a Transportation Assistant is to provide support to transportation services with specific responsibility for assisting students during transport over scheduled routes and to/from special excursions; ensure vehicle is in a safe and sanitary condition.

This job reports to an assigned administrator.

#### **Essential Functions**

- Administers first aid and medical assistance for the purpose of meeting immediate health care needs during normal transport and emergency situations.
- Assists passengers (e.g., assists with securing students and equipment, assists with the adjustment of seating and restraints, assists in the operation of special equipment and lifts, etc.) for the purpose of providing safe loading and unloading from buses and during normal transport and emergency situations.
- Assists with the maintenance of vehicles (e.g., cleans interior of vehicles, picks up and disposes of trash and debris, etc.) for the purpose of ensuring availability of vehicle in a safe and sanitary condition.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Communicates with supervisor and other transportation staff (e.g., reports discipline or inappropriate passenger behavior, reports incidents or accidents, provides information regarding immediate safety and/or operational concerns, reviews student care information, etc.) for the purpose of providing information, directing to appropriate personnel for resolution, and complying with established guidelines.
- Informs passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Monitors special needs students during transit until released to appropriate staff or parent/guardian for the purpose of ensuring the safe transportation of all passengers.
- Prepares manual and electronic records and reports (e.g., student counts, student conduct reports, incident and accident reports, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.

#### **Other 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;
- applying job-related codes, regulations and laws;
- operating equipment used in transporting special needs students;
- preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read and follow instructions; write routine documents; speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- proper methods of utilizing restraints, safety seats, tie downs, lifts, and other related equipment;
- recordkeeping and record retention practices;
- safety practices and procedures;
- student behavior management strategies and techniques.

ABILITY is 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. 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:

- accuracy and attention to detail;
- adapting to changing priorities;
- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- working as part of a team.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:** Graduation from high school or equivalent and sufficient training and/or experience to demonstrate the knowledge and abilities of the position.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

### **Required Testing**

### **Certificates and Licenses**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Obtain First Aid and CPR certification within thirty (30) days of employment and maintain certification throughout employment in this classification.

**Continuing Educ. / Training**

**Clearances**

Fingerprint and Background Clearance  
Drug Test  
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

**Approval Date**

Revised: 01/1988  
Revised: 08/20/2019

**Salary Grade**

Classified, Range 36