Bettendorf Community School District
Community | Lifelong Learning | Integrity | Empowerment

TITLE: Transportation Aide **FLSA Status:** Non-Exempt

DEPARTMENT: Operations

REPORTS TO: Transportation Supervisor

BASIC FUNCTION: Ensures students are safely seated, assists with boarding and exiting, and supervises behavior during transit. They work closely with the driver to address any safety or behavioral issues that arise. In emergencies, they provide necessary assistance, including evacuation support and basic first aid if needed.

TERMS OF EMPLOYMENT: Letter of Assignment

ESSENTIAL FUNCTIONS:

1. Provide boarding assistance to passengers.
2. Respond to passengers' needs, questions, requests, or complaints.
3. Signal transportation operators to stop or to proceed.
4. Verify numbers of passengers boarding and disembarking.
5. Greet passengers boarding transportation equipment and assist students in utilizing safety harnesses prior to departure.
6. Monitor passenger behavior and implement behavior modification strategies as necessary.
7. Assist with other duties as assigned.
8. *Ensure the safety of students while boarding, riding, and exiting transportation vehicles.*
9. *Supervise student behavior and enforce safety rules to maintain a calm and orderly environment during transit.*
10. *Relay important information between students and the driver, addressing any concerns that arise during transportation.*
11. *Provide support to students with disabilities, helping them with mobility devices or other accommodation as needed.*
12. *Act promptly in emergencies, including executing evacuation procedures and providing basic first aid when necessary.*
13. *Maintain accurate records of student attendance and report any incidents or safety concerns to school officials.*
14. *Ensure students are properly seated, secured with seat belts or harnesses, and assist with specialized equipment like wheelchair lifts.*

HIRING SPECIFICATIONS:

Required:

- High School Diploma, GED, or equivalent.
- Interpersonal skills that exhibit friendliness, tact, patience and courtesy.
- Satisfactory written and verbal communication skills.
- Satisfactory organizational, multi-tasking, and prioritizing skills.
- Must be flexible and adaptable to meet the daily requirements of the position.

Desired:

1. Successful work experience with students or disabled individuals

PHYSICAL DEMANDS:

Postures/Positions	**Never**	**Occasional (1-33%)**	**Frequent (24-66%)**	**Constant (67-100%)**
Sitting			X	
Standing				X
Walking			X	
Bending/Stooping				X
Squatting/Crouching				X
Kneeling				X
Crawling			X	
Climbing Stairs			X	
Reaching Forward				X
Reaching Above Shoulders			X	
Grasping (holding)				X

Gripping (forceful)			X	
Pinching		X		

Lift Floor to Knees	**Never**	**Occasional (1-33%)**	**Frequent (24-66%)**	**Constant (67-100%)**
1-10 pounds			X	
11-20 pounds			X	
21-50 pounds			X	
51-100 pounds		X		
> 100 pounds		X		

Lift Knees to Waist	**Never**	**Occasional (1-33%)**	**Frequent (24-66%)**	**Constant (67-100%)**
1-10 pounds			X	
11-20 pounds			X	
21-50 pounds			X	
51-100 pounds		X		
> 100 pounds		X		

Lift Waist to Shoulder	**Never**	**Occasional (1-33%)**	**Frequent (24-66%)**	**Constant (67-100%)**
1-10 pounds		X		
11-20 pounds		X		
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Lift Above	**Never**	**Occasional (1-**	**Frequent (24-**	**Constant (67-**

Shoulder		**33%)**	**66%)**	**100%)**
1-10 pounds			X	
11-20 pounds			X	
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Pushing/Pulling (lbs force)	**Never**	**Occasional (1-33%)**	**Frequent (24-66%)**	**Constant (67-100%)**
1-10 pounds				X
11-20 pounds				X
21-50 pounds				X
51-100 pounds			X	
> 100 pounds		X		

Working Environment	**Never**	**Occasional (1-33%)**	**Frequent (24-66%)**	**Constant (67-100%)**
Indoors				X
Outdoors		X		
Extreme Heat		X		
Extreme Cold		X		
Dust		X		
Fumes		X		
Vapors		X		
Noise				X

Legend for Frequency:

- **Constant**: 6-8 hours per day

- **Frequent**: 4-6 hours per day
- **Occasional**: 2-4 hours per day
- **Rare**: Less than 2 hours per day

Comment [MM]: Key for frequency- full chart?

The Bettendorf Community School District does not discriminate on the basis of age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity, disability, marital status or socioeconomic status. The district is an affirmative action/equal employment opportunity employer.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.