

# Transportation Safety Assistant Job Description



**Salary:** Grade 55

**Reports to:** Principal

**Supervises:** N/A

**Job Goals:** Provides assistance in the safe transportation of students with special needs.

**Job Summary:** Performs work, including but not limited to seating and restraining all students needing to be restrained; maintaining bus discipline and cleanliness; loading and unloading students on the bus; and preparing school records.

## **QUALIFICATIONS:**

1. High School or Equivalent
2. TSA Certification

## **PERFORMANCE RESPONSIBILITIES:**

- **Seats and restrains all students needing to be restrained.** Seats students to minimize discord among them; follows student restraining procedures contained in the Buncombe County Public Schools' procedures manual and inspects restraining harness, straps, and seat belts to ensure safe and comfortable transport of students.
- **Loads and unloads students on the bus.** Follows established Buncombe County Public Schools' procedures for loading and unloading wheelchair students; assists students needing assistance to board and depart from bus; ensures that all students picked up are unloaded at school; ascertains that all students picked up in the morning are on the bus for the return trip; exit students from bus on return trip at morning pick-up points; and inspects the bus at the last bus stop to verify that all students have departed the bus.
- **Maintains bus discipline and cleanliness.** Monitors student behavior; takes actions to prevent disruptions among students; establishes and enforces bus rules of conduct; controls bus noise levels; responds to special needs of students; and makes immediate clean-ups of student caused body discharges during transport.
- **Prepare school records.** Generates student incident reports of inappropriate bus behavior; assists bus driver in completing transportation reports; and completes payroll time sheets.

**KNOWLEDGE:**

- Knowledge of first aide techniques.
- Knowledge of how to manage students with special needs.

**SKILLS:**

- Organizing skills to arrange seating on bus to prevent behavioral problems.
- Communication skills to talk with students and to help maintain discipline.
- Manual skills to maintain a clean environment on the bus while transporting students.
- Mechanical skills to operate chair lifts and fasten wheelchairs in safely.

**Working Conditions:**

- Job is performed on a school bus; noise from students, fumes from diesel engine, and temperature extremes are unpleasant.
- Exposure to body fluids and abuse from students are possible; safety rules, training and protective equipment are required.

**Physical**

- Requires some lifting, carrying, pushing and pulling.

**TERM OF EMPLOYMENT:** As needed

**EVALUATION:** Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**INSTRUCTIONS TO APPLICANTS:** Follow the Hiring Process instructions on the Buncombe County Schools' website: [www.buncombeschools.org/hiringprocess](http://www.buncombeschools.org/hiringprocess)

BUNCOMBE COUNTY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER