



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

Transportation Aide

Job Summary:

The Transportation Aide is responsible for working with the bus driver to ensure the safe and efficient transportation of students; recognizing and meeting the individual needs of the students being transported; loading/securing wheelchairs on the bus; securing passengers in their seats; assisting students boarding and exiting the school bus; and working with the bus driver, parents/guardians, teachers and staff to ensure the safe pickup and drop off of students at designated locations.

Essential Duties (May include, but not limited to):

1. Responsible for loading and unloading of students with the assistance of parents/guardians, staff and the bus driver, as appropriate.
2. Responsible for working with the bus driver to ensure safe operation of the wheelchair lift.
3. Assists the bus driver in meeting the individual medical and safety needs of students being transported, including oral and tracheal suctioning, crisis prevention intervention, Diastat, and other required procedures as identified in the student's Individualized Education Program (IEP).
4. Responsible for working with the bus driver to ensure that wheelchairs are locked down and secure in accordance with district procedures.
5. Responsible for working with the bus driver to ensure that other equipment used to transport special education students is properly secured before the bus begins to move to provide for the safety of the students.
6. Assists the bus driver in maintaining discipline of students while students are on the bus.
7. In cooperation with program staff, implements behavior intervention plans, as appropriate.
8. Assists the bus driver in securing students' belongings and materials, including backpacks and medical supplies.
9. Ensures with the bus driver that students' belongings and materials are delivered with the student.

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Essential Duties continued:

10. Assists the bus driver in the demonstration of proper fire drill procedures, use of fire extinguishers and evacuation of the bus.
11. Communicates needed bus repairs to bus drivers.
12. Assists the bus driver in the washing and cleaning of the bus.
13. Consistently models Win-Win leadership.

Other Duties: Performs other related duties as assigned.

Qualifications:

Education:

High school diploma or equivalent required. Ability to pass a physical exam and a drug test required. Maintain a personal telephone to ensure communication with district personnel. Ability to participate in and successfully complete 15 hour district-sponsored transportation training program. Ability to participate in and successfully complete First Aid, Cardiac Pulmonary Resuscitation (CPR), Bloodborne Pathogen, behavior intervention, and hazardous materials training required. Other required training may include oral and tracheal suctioning, crisis prevention intervention and Diastat.

Experience:

Prefer candidate with one year experience working with special education students.

Skills/Other:

Maintains a positive working relationship with bus drivers, parents/guardians and staff. Exhibits emotional stability and physical stamina necessary to lift, move and position special education students ages 0-26 years and to perform the essential duties of the job. Works to maintain proficiency, as required skill sets change with technology, assistive technology and/or the needs of the district. Exhibits self-control, mature judgment, congeniality and ethical standards in all working relationships. Punctuality and good attendance are requirements for the position. Ability to work a flexible workday, work week and work year. Demonstrate honesty, integrity, and professionalism at all times. Strong teamwork, interpersonal communication and problem solving skills. Discretion with confidential information. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.

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Special Job Considerations:

Certification: Not Required

Type of Certification:

Bargaining Unit: Genesee Intermediate Educational Personnel Association (GIESPA)

Salary Schedule: Transportation Salary Schedule

Immediate Supervisor: Transportation Supervisor

Supervision: None

Date: August 9, 2006; July 18, 2007; October 26, 2010; January 15, 2013; July 26, 2018;
August 8, 2018; June 3, 2021

Approved: *JH*

TLH: fs

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