

ANDERSON PUBLIC SCHOOLS

School District Number Five

Anderson, South Carolina

TITLE: Transportation Safety Assistant

QUALIFICATIONS: 18 years of age or older and good physical condition
Must hold or obtain current CPR and First Aid certificates
Demonstrates aptitude for the work to be performed

REPORTS TO: Assigned Supervisor

SUPERVISES: None

JOB GOAL: To provide assistance in transporting assigned students safely and efficiently to and from their assigned destinations.

PERFORMANCE RESPONSIBILITIES:

1. Must be able to pass standards #1, #4, #5 and #6 of the Physical Performance Test
2. Assist during the loading and unloading of students
3. Observes all proper procedures and safety operations of equipment necessary to safely secure students for transportation; must be able to operate all equipment which includes communication radios, wheelchair lift, tie-downs, car seats, seat belts, harnesses and evacuation equipment (Training provided)
4. Be able to monitor all students for any medical or behavioral changes that could lead to or cause unsafe conditions and alert the driver when necessary (Training provided)
5. Possess the required skills needed to communicate with students in a positive, yet affirmative manner; especially while dealing with the behavioral characteristics of some special needs students
6. Knowledge of assigned route, so in the event a substitute driver is needed, the safety assistant will be able to provide accurate directions and stop locations
7. Must complete daily, weekly and monthly reports as required
8. Must adhere to applicable dress code requirements
9. Willingness to work in tandem with the bus driver to establish and maintain a safe and controlled environment on the bus
10. Promote good public relations through professional and ethical execution of job responsibilities
11. Perform other duties as directed by supervision

TERMS OF EMPLOYMENT: 190 days. Salary to be determined by the salary schedule established by the Board.

EVALUATION: Evaluation instrument attached

7/30/07