POSITION: Route/Substitute Transportation Aide

QUALIFICATIONS:

- Candidate must possess a valid Tennessee driver's license.

JOB GOAL: Provides safe and efficient transportation of students to and from school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises students as they board and exit the school bus;
- Actively manages student behavior while transporting students;
- Supervises students while riding to ensure their safety;
- Observes requirements and operates wheelchair lift for students;
- Connects and disconnects wheelchairs from security devices for student transportation;
- Assists the bus driver with student documentation and records, as needed;
- Adheres to proper cleaning methods, storage, and care of equipment and supplies;
- Takes all necessary and reasonable precautions to protect students and equipment;
- Participates and performs bus evacuations or drills as required;
- Identify all evacuation exits and demonstrate the proper use of each;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by the Transportation Supervisor in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must be able to follow oral and written directions. Must have the ability to establish and maintain effective working relations with co-workers, supervisor, administrators, and school-community members.

EDUCATION AND/OR EXPERIENCE:

MENTAL/PHYSICAL DEMANDS: Maintain emotional control under stress. Frequent walking, stooping, bending, kneeling, pushing and pulling; moderate lifting. Work inside and outside. Work around vehicles and machinery with moving parts.

EVALUATION: Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

Equal employment opportunity and treatment shall be practiced by TCS regardless of race, color, national origin, religion, sex, age, marital status and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. In accordance with Tennessee statute, TCS is an at-will employer.

REPORTS TO: Transportation Supervisor

FLSA Status: Non-exempt

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.