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## TRANSPORTATION AIDE

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**Job Title:** Transportation Aide

**Qualifications:**

- a. High School Diploma or equivalent
- b. Criminal History Record Check (CHRC)
- c. Demonstrated aptitude or competence for assigned responsibilities
- d. Ability to interact well with students, staff and community

**Reports to:** Transportation Director

**Job Goal:** To help provide safe, clean and efficient transportation of students

**Essential Functions:**

- a. Follow verbal, written or demonstrated instructions, and communicate verbally and in writing as necessary
- b. Ensure all students are secure in their seatbelt, wheelchair, or car seat when required
- c. Assist in maintaining a clean vehicle
- d. Supervise students and maintain discipline to ensure safety
- e. Maintain positive student interactions at all times
- f. Maintain a professional atmosphere
- g. Follow all district policies
- h. Maintain student and staff confidentiality
- i. Participate in professional growth activities in order to have the knowledge required to perform the job successfully
- j. Follow all mandatory safety regulations
- k. Demonstrate a respect for the legal and human rights of students and staff
- l. Follow health and safety procedures established by the district
- m. Arrive and depart punctually, notifying appropriate personnel about absences and coverage
- n. Demonstrate dependability, integrity, and loyalty when representing RSU 40
- o. Perform other duties and responsibilities as assigned

**Evaluation:** Performance of this job will be evaluated annually by the transportation director in accordance with policy.

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To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.