



*Our Children, Our Schools, Our Future!*

Jurupa Unified School District  
**BUS TRANSPORTATION ASSISTANT**

**DEFINITION**

Under general supervision, to assist in providing safe transportation for physically and mentally handicapped students to and from school and activities; monitor, assist, supervise and care for students on a bus or an elementary and middle school campus; and to do related work as required.

**ESSENTIAL JOB FUNCTIONS**

- Assist in providing safe transportation for physically and mentally handicapped students to and from school activities; assist with the loading and unloading of students.
- Monitor student behavior and provide assistance to the bus driver to meet the special needs of students as needed.
- Communicate with students regarding proper behavior on the bus.
- Work effectively with staff, students and parents.
- May assist with supervising and controlling the behavior of children on elementary and middle school campuses.

**OTHER JOB FUNCTIONS**

- Performs other related duties as assigned.

**REQUIRED CERTIFICATIONS**

A valid CPR and First Aid Certification.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

School District bus rules and regulations.

Safety practices.

**Ability to:**

Read, understand and follow oral and written instructions;

Establish and maintain effective working relationships with students, staff and parents;

Assist in maintaining order among students on a school bus;

Communicate and relate well with physically and mentally handicapped students;

Communicate effectively;

Work in a wide range of environmental conditions; such as hot and cold weather, and in proximity to exhaust fumes;

## **BUS TRANSPORTATION ASSISTANT**

### **Ability to (continued):**

Sit for extended periods of time in a restricted space;  
Stand, stoop, kneel, bend and walk;  
Climb slopes, stairs and steps;  
May lift and carry light to medium-weight objects;  
Intervene in physical confrontations when the students' well-being and safety are at risk;  
Effectively perform intervention procedures to prevent fights and other altercations;  
Deal with hostile, emotional, ill or angry persons in an effective manner;  
Assist ill students to a specific location or onto a stretcher, wheelchair or into a vehicle;  
Demonstrate manual dexterity of hands and fingers to operate safety devices;  
Maintain regular, steady attendance.

### **Experience:**

Some experience involving contact with children.

### **Education:**

Completion of the eighth grade.

### **Personal Qualities:**

Adaptable; flexible; patient; good judgment; pleasant demeanor; willingness to perform job tasks; dependable.

Personnel Services  
August 2008

*Jurupa Unified School District is an equal opportunity agency and does not discriminate against employees, job applicants, students, parents or community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law.*