

# Transportation Aide - Special Education

## Position Details

Class Code: 0104

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 43 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under immediate supervision, assists in duties related to the transportation of special needs (physically/mentally challenged) students.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. May be required to identify/respond to emergencies and provide life-sustaining procedures.
2. Assists bus driver with maintaining discipline and encouraging acceptable behavior.
3. Attends to special students' equipment (i.e., oxygen tanks, tubing, wheelchairs, braces, etc.) during route.
4. Assists driver in loading/unloading students to ensure passenger safety.
5. Assists driver and school in writing student discipline reports.
6. May be required to assist with heavy lifting.
7. Assists bus drivers with wheelchair tie downs.
8. May administer First Aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.

9. Assists in contacting and communicating with parents/guardians.
  10. Reviews, secures, and files route sheets and applicable documentation for students with disabilities.
  11. Conforms to safety standards, as prescribed.
  12. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Assists bus driver in transporting mentally, physically, emotionally, and multiple handicapped students.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of basic First Aid, CPR/AED, and Universal Precautions.
  2. Ability to work effectively with special needs (physically/mentally challenged) students.
  3. Ability to interpret and apply verbal/written instructions.
  4. Ability to deal with unusual behavior and crisis situations.
  5. Ability to safely move and relocate heavy objects.
  6. Ability to work in confined areas.
  7. Ability to work flexible hours or shifts.
  8. Ability to learn/apply bus rules, regulations, and procedures.
  9. Ability to work cooperatively with parents of special needs students using tact, patience, and diplomacy.
  10. Ability to recognize/report hazards and apply safe work methods.
  11. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

None specified.

**NOTE:** Individuals may not promote, demote, or move laterally from the hired position unless they earn a high school diploma or General Education Development (GED) and upload the document into their online application.

## **Licenses and Certifications**

1. A valid driver's license or state-issued identification card.
2. Current First Aid and CPR/AED certificates from the American Heart Association, American Red Cross, or a similar organization. Certifications must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the First Aid and CPR/AED certificates must be uploaded into the application.

## **Preferred Qualifications**

Experience working with special needs children.

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## **Document(s) Required at Time of Application**

1. Copy of a valid driver's license or state-issued identification card.
  2. Current First Aid certificate. A copy of the front and back of the First Aid certificate must be uploaded into the application.
  3. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District schools (extensive travel to/from schools, transportation facilities, and other District sites), etc.

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## **Work Environment**

### **Strength**

Sedentary/heavy - exert force of 10-100 lbs., occasionally, frequently, or constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision:

Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Varies from climate-controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

## **Hazards**

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, modems, telephones, fax machines, adaptive equipment, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 07/17/23
- Created: 07/01/88