Educating Excellence!
Riverside Local Schools

Job Postings/Vacancies
2026-2027 School Year

Date: November 16, 2026

Title: **Transportation Assistant -** *Due to Retirement*
Position start date 1/7/2026

Bus #93 - RAVE - Monday through Friday
6:20 AM - 10:00 AM = 3.66 AM Hours
1:00 PM - 3:10 PM = 2.17 PM Hours
Total = 5.83 Hours per day; *29.15 hours per week*

Classification: Classified, Non-Teaching

Reports to: Transportation Director

Terms of Employment: Newly hired employees serve a ninety (90) calendar day probationary period. Upon successful completion of the applicable probationary period, employees will be issued a temporary and limited employment contract for the 2026-2027 school year. Internal employees who transfer to a new job classification serve a thirty (30) day probationary period. Additional employment in compliance with Article XVII of the negotiated agreement between the Riverside Local Board of Education and O.A.P.S.E. LOCAL #374 and O.R.C. Section 3319.081 (A).

Funding: General Fund, Transportation Operator Minimum, $17.25 – Step 0

Limitations: As listed in the Riverside Local School District Policy Section 4120, employment of Non-Teaching Personnel, 4124 Employment Contract, and Articles X, XVII, and XXX of the Agreement between the Riverside Local Board of Education and O.A.P.S.E. Local #374. Please consult relevant negotiated agreement for other applicable limitations.

Application Instructions: **Internal applicants** must email requests for consideration to Mr. Evan Palo and Mrs. Mallory Aliff by 4:00 p.m. by November 20, 2026.
External applicants submit the Classified and Exempt - Non-Teaching Staff employment application.

M. Aliff
11/16/2026
8:45 AM

This posting is in compliance with Articles X and XIX of the district's negotiated agreements and O.R.C. Section 3319.02.

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

Position: **<u>Transportation Assistant</u>** – Preschool and Special Education Students Regular, Floats, and Substitutes

Responsible to: **Director of Transportation**

Job Goal: Responsible to assist with the safe and efficient transportation and care for the students assigned to their bus.

Qualifications:

1. High School diploma or equivalent.
2. 21 years old or older.
3. Physically capable of meeting the students' needs getting onto and off of the bus.
4. Strong moral character.
5. Pass a security check.
6. Communicate effectively and patiently with students and parents.

Performance Responsibilities:

1. Assist with the loading and unloading of bus riders, from classroom to doorstep if necessary.
2. Maintain control of children while they are on the bus.
3. Maintain scheduled routes and assist substitute drivers with pickup and drop off.
4. Jointly responsible for the safe condition and cleanliness of the bus.
5. Attend to the student's personal and equipment needs while they are on the bus.
6. Assist students who have bathroom or similar accidents using proper methods for clean up and disposal.
7. Work cooperatively with bus driver and substitutes.
8. Attend inservice and training as requested.
9. Maintain confidentiality of and for the students assigned to your care.
10. Promote positive public relations for the district through your attitude, appearance, actions, and conversations.
11. Assist on field trips when needed.
12. Assist with bus safety and fire drills.
13. Contact the supervisor in case of personal illness in a timely manner to allow for the securing of a substitute.
14. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
15. Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
16. Provides critical analysis as needed.
17. Generates written work-product as needed.
18. Reports misconduct or violations of policy or procedure.
19. Must not disrupt the proper functioning of your position or department.
20. Must not undermine the authority of coworkers, supervisors, or superiors.
21. Must maintain close working relationships with coworkers, supervisors, and superiors.
22. Must ensure that official communications are accurate, demonstrate sound judgment,

and promote the employer's mission.

23. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.