



Alvin Independent School District—Job Description

Job Title: Temp Bus Driver Trainee

Wage/Hour Status: Non-Exempt

Reports to: Director of Transportation

Pay Grade: Aux PG BD/ 177 days

Dept./School: Transportation

Date Revised: December 16, 2025

Primary Purpose:

Obtain valid Commercial Driver's License learner's permit and enter in Alvin ISD Bus Driver in Training program. Actively engage in actions that contribute to the overall mission and strategic plan of Alvin ISD.

Qualifications:

Education/Certification:

- Must be High 21 years of age with a High School diploma or GED.
- Ability to obtain a valid Texas Commercial Driver's License learner's permit within 15 days of hire.
- Valid Texas driver's license.
- Acceptable driving record.
- Ability to pass DOT physical and drug and alcohol test.

Special Knowledge/Skills:

- Effective communication and interpersonal skills.
- Ability to complete required bus driver training academy to obtain valid learner's permit from DPS.
- Ability to follow written and verbal instructions.
- Ability to work well with children.

Experience:

- No experience required.

Major Responsibilities and Duties:

- Attend all scheduled training classes to prepare and pass all required DPS exams to obtain valid CDL learner's permit within the required time frame.
- Participate as a willing team member in all scheduled training classes.
- Stay up-to-date professionally through the selection of quality professional learning opportunities for personal growth.
- Research district policy, precedent, and current practices prior to acting.
- Participate as an effective team member who contributes to district, department, and content goals.
- Demonstrates proficient levels of technology applications.
- Participates fully in drills and safety exercises to provide for the safety and overall emotional wellbeing of students.



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- Utilize time wisely for effective management of job responsibilities.
- Maintain punctuality in daily work times, appointments, and meetings.
- Meet task completion deadlines established by supervisor/director.
- Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
- Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
- Maintain a positive and professional tone in all communication (i.e. email, written, and verbal).
- Perform other duties and accept other responsibilities as assigned.
- The employee is expected to adhere to district employee/department/campus handbooks, board policies, AISD procedures, the Texas Educator’s Code of Ethics and all applicable laws.

Working Conditions:

- Effective verbal and written communication.
- Concentration while performing duties.
- Ability to maintain emotional control under stress.
- Ability to work with frequent interruptions.
- Working around high noise levels.

Physical Demands/Environmental Factors:

- Moderate walking, standing, climbing, stooping, bending, reaching.
- Heavy lifting and carrying up to 50 lbs.
- Continual sitting, reaching, and repetitive hand and arm motions.
- Work outside and inside.
- Moderate exposure to extreme temperatures and vehicle fumes.
- Flexible hours.
- Evacuate students in the event of an accident/emergency.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above

Printed Name

Signature

Date



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