



Alvin Independent School District—Job Description

Job Title: School Bus Driver

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:

Ensure safe orderly transportation of students on assigned route; operate school bus that transports students to and from school. Actively engage in actions that contribute to the overall mission and strategic plan of Alvin ISD.

Qualifications:

Education/Certification:

- Must be 21 years of age with a High School diploma or GED.
- Valid Texas Commercial driver's license.
- DPS School Bus Driver certification.
- Acceptable driving record.
- Ability to pass DOT physical and drug and alcohol test.

Special Knowledge/Skills:

- Effective communication and interpersonal skills.
- Ability to complete bus driver safety training.
- Ability to follow written and verbal instructions.
- Ability to work well with children.
- Knowledge of student discipline procedures.
- Ability to operate a school bus.
- Ability to pass a basic physical fitness test.

Experience:

- Previous Bus Driving

Major Responsibilities and Duties:

- Responsible for the safe transportation of students to and from school.
- Observe all traffic laws and safety regulations for the operation of school buses.
- Reports to work at scheduled work time and follows District and department attendance policies and procedures.
- Follow the assigned route and adhere to established schedules for necessary record keeping functions in conjunction with local and state reporting.
- Keep assigned bus clean and fueled.
- Comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) to assure student behavior and records are confidential.



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- Maintain appropriate student management environment and report student incidents to appropriate administrators.
- Maintain up-to-date seating charts for all student riders and submit updated copies to supervisor.
- Complete pre-trip and post-trip inspections before and after each run and submit work orders for needed repairs.
- Observe all loading/unloading laws and regulations.
- Demonstrate bus evacuation to students on bus and operate all emergency equipment.
- Special Education drivers must ensure that the proper safety equipment (Ex: tie-downs, seat belts, besi seats, wheelchairs, etc.) is onboard, in proper working condition, and utilized based on students' needs.
- Must adhere to student IEP transportation requirements.
- Follow the established Alvin ISD accident procedures and protocols; accurately complete all necessary reporting both verbal and written damage of vehicle, student injuries and mechanical failures.
- Maintain proper and appropriate radio communication.
- Stay up-to-date professionally through the attendance of all safety meetings.
- Participate as an effective team member who contributes to district and department
- Demonstrates proficient levels of technology applications.
- Participates fully in drills and safety exercises to provide for the safety and overall emotional wellbeing of students.
- Meet task completion deadlines established by supervisor.
- 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).
- 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.
- Perform other duties and accept other responsibilities as assigned.

Working Conditions:

- Concentration while performing duties
- Ability to maintain emotional control under stress
- Ability to work with frequent interruptions
- Working around high noise levels



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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