AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**BD PART TIME TRUCK DRIVER I BOND DEVICE OFFICE**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**P/T AUX 2**	DUTY DAYS:		DATE REVISED:	**10/22/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS BOND FUNDED.**				

MINIMUM QUALIFICATIONS:

Three (3) months to one (1) year of related experience is required. The ability to read and understand instructions for safety and District policies and procedures is required. Education requirements are not specified. Incumbent must have a valid Texas Driver License, and it must be in possession at all times when operating an AISD vehicle. Incumbents must have an acceptable driving record as determined by Austin ISD. Employees in this position are subject to random drug and alcohol testing.

SKILL REQUIREMENTS:

Incumbent must have knowledge of all motor vehicle laws and the City of Austin and Austin ISD operations area. Incumbent must be able to operate vehicles up legally and safely to and not exceeding 26,000 lbs. GVWR. Incumbent must be familiar with standard material handling equipment. Incumbent must follow AISD Customer Service Standards by interacting with students, staff, and the public in a friendly and professional manner at all times. Employees in this position must be able to read, write, and speak in English, perform counting and basic mathematical computations, and have basic computer skills. Spanish language skills, while not required or preferred, are appreciated. Experience with service desk applications (ticketing or work order system) is preferred.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for inventory, collection and distribution of Austin ISD Technology materials, inventory, and assets. Responsibilities include responding to tickets, fulfilling orders, loading, unloading, storage, pick up and distribution of materials, inventory, and assets.

ESSENTIAL FUNCTIONS:

- Distribute and/or pick up bond-funded Technology assets Technology's bond-funded assets including secure and non-secure delivery of material and electronics utilizing light to medium fleet vehicles.
- Complete requested orders of bond-funded devices, materials, inventory, and other requisitions in a timely and accurate manner.
- Document and prepare equipment for delivery by updating Technology’s service desk application and other related applications.
- Maintain accurate records of items picked up and delivered by updating tickets in the service desk application.
- Work safely near and with vehicles, material handling equipment, and electronic equipment.
- Accurately consolidate, wrap, package, and stage orders for delivery.
- Load and unload vehicles as required and according to scheduled delivery and ticket.
- Keep Austin ISD vehicles, facilities, and materials secure at all times.
- Operate standard warehousing, storage, and material handling equipment.

- Assist with physical inventories and cycle counts to ensure proper stock rotation.
- Assist in with student device and staff device prep and clean up as required.
- Assist with large-scale mass staff and/or student device deployments and other projects, as needed if necessary.
- Report shortages, damages, and misplacements to the immediate supervisor.
- Perform all job duties and operate tools and equipment in strict accordance with established safety procedures.
- Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
- Follow district safety protocols and emergency procedures.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives as required by your manager or other District officials.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Standard office equipment including computer, phone, and peripherals; vehicles up to 26' box trucks; will use two-wheel dollies, pallet jacks, and other material handling equipment.

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; keyboarding and use of mouse; frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 lbs and over) and up to 250 pounds with the aid of a two-wheel dolly on a daily basis.

Environment: Work outside and inside AISD campuses and offices, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, and vibration; work around moving objects or vehicles; may work alone or with a small team; may be crowded and congested with considerable interfering noise level and/or student/staff presence; occasional prolonged or irregular hours.

Mental Demands: Maintain emotional control under stress, work with interruptions.

PERSONAL WORK RELATIONSHIPS:

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This position reports directly to the appropriate supervisor of the department. Incumbent will work directly with the Technology Bond Project Management Office and Bond Device Office. Incumbent will also have frequent contact with the District Warranty team, technology support staff and other AISD employees.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	