



## Elgin Independent School District- Job Description

---

<b>Job Title</b> Semi-Tractor Trailer Driver		<b>Dept./School</b> Transportation	<b>Reports to</b> Director of Transportation
<b>Pay Grade:</b> Based on Experience	<b>Days:</b> As Needed	<b>FLSA Status</b> Non-Exempt	<b>Date Revised</b> October 23, 2025

### Primary Purpose:

The semi-tractor trailer driver is responsible for safely transporting band equipment, instruments, and related materials to and from performances, competitions, football games, and other events throughout the school year. The driver will ensure that all equipment is loaded, secured, transported, and unloaded in a timely and secure manner, following all district policies and applicable laws.

### Qualifications & Requirements:

- Valid Commercial Driver's License (CDL) with an "A" classification and air brake endorsement.
- A minimum age of 21.
- A clean driving record with no major violations
- Must pass pre-employment drug and alcohol screenings, as well as a DOT physical.
- Proficiency in speaking, reading, and writing English to understand traffic signs, complete reports, and communicate with the public.
- Physical ability to lift and carry up to 50 lbs and perform other job-related tasks.
- Physical ability to get in and out of the tractor and trailer safely
- Thorough knowledge of traffic laws and commercial driving regulations.
- Strong communication and problem-solving skills.
- Excellent time management and organizational skills.
- Ability to work long, flexible hours and handle the physical demands of the job.
- Familiarity with GPS and route planning software.

### Experience:

- One to five years of safe driving experience

### Major Duties and Responsibilities:

1. Operate a district-provided box truck or semi-truck (as applicable) to transport band equipment.
2. Coordinate pickup and drop-off schedules with the Transportation Department.
3. Assist with the safe loading and unloading of equipment before and after events.
4. Inspect vehicle before and after trips to ensure it is in safe operating condition; report any maintenance issues.
5. Maintain accurate trip logs and mileage reports as required.
6. Ensure equipment is securely fastened and properly organized for transport.
7. Drive safely and follow all traffic laws and district safety regulations.
8. Maintain cleanliness and organization of the vehicle.
9. Represent the district professionally while interacting with staff, students, and the public.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Posture:** Requires sitting, standing, lifting, bending, and climbing into and out of the truck.

**Lifting:** Heavy lifting and carrying (up to 50 pounds)

**Environment:** Exposure to all weather conditions.

**Mental Demands:** Travel to out-of-town events (some overnight travel may be required).

---