Cedar Hill Independent School District
Job Description

Job Title:	Non-CDL Driver	**Wage/Hour Status:**	Nonexempt
Reports to:	Director, Transportation	**Pay Grade:**	1100 Transportation
Dept./School:	Transportation	**Number of Days:**	171
Funding Source:	Local	**Date Revised:**	09/17/26

Primary Purpose:
Operate school van and related equipment to provide safe and orderly transportation of students and other authorized persons on assigned route and to and from other designated locations.

Qualifications:

Education/Certification
High School Diploma or equivalent GED
Valid Texas Driver's License
Must be at least 18 years of age

Special Knowledge/Skills
Ability to perform duties with awareness of all District requirements and Board of Education policies.
Ability to read and interpret Rules and Regulations Governing the Operation of School Transportation Vehicles.
Must satisfactorily complete the Department of Transportation training program and driving test.

Experience
Two years driving experience
Experience driving large van

Major Responsibilities and Duties:

Vehicle Operation

- Drive the van daily following the assigned route and adhering to established schedules.
- Drive van to and from extracurricular activities.
- Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustments to ensure student safety and reduce delays.
- Perform pre- and post-trip inspections according to specifications to ensure the van can be operated safely and notify the supervisor of needed repairs. Keep the assigned van clean and maintain the appropriate level of fuel.
- Report all accidents, vehicle damage, student injuries, and mechanical problems and complete required corresponding reports.

Student Management

- Instruct students on safe entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the van and cross the street.
- Perform emergency evacuation of students on the van when the situation warrants.
- Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to appropriate administrators and communicate with teachers and parents regarding student's behavior when warranted.

Safety

- Observe all traffic laws and safety regulations for school vanes.
- Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crowbar, and reflector.
- Correct unsafe conditions in the work area and promptly report conditions that are not immediately correctable to the supervisor. Report any hazardous conditions along the scheduled route.
- Install snow chains during inclement weather.
- Maintain safety certification.

- Follow district safety protocols and emergency procedures.

Other

- Operate and monitor two-way radio equipment to communicate with transportation offices and other drivers.
- Complete and maintain accurate, up-to-date, and timely records and reports including but not limited to those related to van mileage, gas and oil consumption, and number of passengers transported.

Supervisory Responsibilities:

- None

Mental Demands/Physical Demands/Environmental Factors

- **Tools/Equipment Used:** Operate school van; two-way radio; global positioning system (GPS); safety equipment including but not limited to flares, reflective signs, and fire extinguisher
- **Posture:** Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling
- **Motion:** Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching
- **Lifting:** Limited light lifting and carrying (less than 15 pounds) on a daily basis
- **Environment:** Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours
- **Mental Demands:** Maintain emotional control under stress

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.

Reviewed by:_____ Date: _____
Employee Name/Signature

Approved by:_____ Date: _____
Supervisor Name/Signature