Belton Independent School District
Job Description

Job Title:	CDL Driver in Training	**FLSA Status:**	Non-exempt, 184 days
Reports to:	Director of Transportation	**Pay Grade:**	Aux – 503.1
Dept./School:	Transportation	**Date Revised:**	06/04/2025

Primary Purpose:

Operate school bus 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:
GED or High School Diploma (Preferred)
Driving record must be insurable the District with no greater than 6 points on driving record at time of hire.
Completion of 20 hour driving course provided by the district.

Special Knowledge/Skills:
Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam Ability to complete required bus driver safety training
Ability to follow written and verbal instructions
Ability to manage student behavior
Ability to communicate effectively with others
Ability to operate bus

Experience:
None

Major Responsibilities and Duties:

Pass D.O.T. 5 written tests
Pass D.O.T. drive test
Completion of CDL license in a 6 weeks' time frame
Failure to pass written tests may result in termination of employment.

Vehicle Operation

1. Drive the bus daily following the assigned route and adhering to established schedules.
2. Drive bus to and from extracurricular activities.
3. Anticipate and call in problems such as traffic, weather, road conditions, and schedule changes and get approval through dispatch to make necessary adjustments to ensure student safety and reduce delays.
4. Perform pre- and post-trip inspections according to specifications to ensure the bus can be operated safely and notify the supervisor of repairs needed. Keep the assigned bus clean and wash according to schedule.
5. Report all accidents, vehicle damage, student injuries, and mechanical problems and complete required corresponding reports.

Student Management

6. Instruct students on safe entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the bus and cross the street.
7. 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.
8. Perform emergency evacuation of students on the bus when the situation warrants.
9. Return all electronic items left on the bus to the dispatch office.

Safety

10. Observe all traffic laws and safety regulations for school buses.
11. Ensure proper condition of emergency equipment.
12. 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.
13. Complete child guard safety process after every route to ensure students are not left on the bus.

Other

14. Operate and monitor two-way radio equipment to communicate with transportation offices and other drivers.
15. Complete and maintain accurate, up-to-date, and timely records and reports including but not limited to those related to bus mileage and number of passengers transported.
16. Maintain confidentiality of student and personnel matters.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Operate school bus; two-way radio; 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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Created: June 2025
Prepared By: Belton ISD Human Resources Department