Classification Specification: Transportation Operator

Classification Number: 54442  Pay Grade: 
Effective Date: April 4, 2014  Current Exemption Status: Nonexempt

Position Summary

Transports passengers within the campus community on shuttle bus routes. Keeps log of activity. Fuels and performs light maintenance.

Essential/Primary Duties

- Operates a shuttle size vehicle to pick up and transport campus students, employees and the community. Keeps an accurate log sheet count of passengers, and may answer passenger questions, as needed.
- Fuels and performs light maintenance on shuttle vehicles.
- May operate shuttle vehicle for charter or special events.

Experience and Education

Experience
- Six months related experience required

Education
- High school diploma or GED required
- Commercial Drivers License Class B with air brake and passenger endorsements required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.
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Essential Competencies

— Knowledge of basic mathematical skills
— Knowledge of basic reading skills
— Ability to carry out verbal and/or written instructions
— Ability to effectively communicate, verbally and written
— Detailed-oriented and highly accurate
— Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
— Knowledge of basic computer skills
— Ability to operate hand and/or power tools appropriate to the trade
— Ability to operate and use manual and power custodial equipment

Supervisory Responsibility

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Providing Direction

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Responsibility for Student Workers

None