

# Classification Specification: Transportation Operator

Classification Number: 54442  
Effective Date: April 4, 2014

Pay Grade:  
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

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers

None