

Transit Driver

Job Code: 1131

Salary Grade: S05

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for providing bus/transit/small van shuttle service to employees, students, visitors, or patients. Assures vehicle is properly equipped, serviced, and cleaned. May perform minor maintenance/repairs and provide reports for services provided.

- Operates vehicle while following scheduled routes and maintaining a time schedule in order to efficiently transport employees, students, visitors or patients around the Campus.
- Ensures transit vehicle is properly equipped, maintained, and cleaned.
- Performs minor maintenance/repairs and constructs reports for services rendered.
- Assists in the loading/unloading of the transit passengers and equipment. Also, assists passengers with seatbelts, tie downs, and cautions of approaching vehicles.
- May drive a lift equipped van.
- Completes necessary internal, compliance, and accident report forms.
- Schedules customer rides for transit buses/vans.
- Provides dispatch services as rider needs necessitate
- Disseminates routine transit/transportation information. Also, may speak to groups concerning transportation services.
- Performs other duties as needed in order to successfully fulfill the functions of the position.

Minimum Qualifications

Education:

Required: High School diploma or GED.

Experience:

Required: 12 months experience driving large vehicles, performing delivery services, or closely related service.

Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days from hire date.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Good customer service skills with sensitivity to customer needs
- Excellent driving record
- Ability to accurately read and understand written materials and instructions
- Performs simple recordkeeping operations
- Basic computer and math skills
- Detail oriented for accuracy of data and information

Working Conditions

Physical:

Good physical condition. Ability to lift 40 lbs. Ability to climb, crouch, bend, or stoop. Ability to push or pull.

Environmental:

Regular exposure to disagreeable conditions. Exposure to extreme temperature changes, odors and loud noises. May wear and maintain uniforms and work shift work.

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