JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Transit Driver Senior

Job Code: 7170

Salary Grade: S06

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.

Job Responsibilities

Responsible for providing bus/transit service to employees, students, and visitors. Ensures bus/transit 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 maintains a time schedule complying with traffic regulations in order to safely and efficiently transport employees, students, and visitors around the campus.
- Inspects transit vehicle, to include but not limited to gas, oil, water levels, brakes, windshield wipers, lights and safety equipment, to ensure everything is in working order, properly equipped, maintained, and clean.
- Performs minor maintenance/repairs and creates reports for services rendered.
- Assists in the loading/unloading of the transit passengers and equipment, assists passengers with boarding and exiting vehicle, seatbelts, tie downs, and cautions departing passengers of approaching vehicles.
- May drive a lift equipped van.
- Completes necessary internal, compliance, and accident report forms. Maintains and reports ridership data for the respective route or routes, and distributes to management.
- Schedules customer rides for transit buses/vans.
- Provides dispatch services at the request of the rider.
- Disseminates routine transit/transportation information. May speak to groups regarding campus and express transportation services.
- Uses established safety practices to protect health and safety of passengers, personnel and property.
- May supervise and train other bus drivers.
- Performs other duties as needed in order to successfully fulfill the functions of the position.

Minimum Requirements

Education:

Required: Required: High School diploma or GED.

Experience:

Required: 24 months experience driving heavy transit vehicles, performing delivery services, or closely related service.

Required Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days of hire date
- Class B Commercial Driver's License with ability to obtain an air brakes and passenger endorsement. Department of Transportation (DOT) Medical Examiner's Certificate or the ability to obtain with the department's assistance

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

Knowledge, Skills, and Abilities

- Excellent customer service skills with sensitivity to customer needs
- Ability to maneuver, navigate, and drive a passenger vehicle
- Excellent driving record

Working Conditions

Physical:
Good physical condition. Ability to physically push a manual wheelchair up an incline/ramp when required. Ability to manually deploy mechanical lift or ramp for passengers with special needs when necessary. Ability to sit for extended periods of time and drive with limited rest breaks. 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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