Transportation Person III (0750)

Basic Purpose/Job Function: Operating transportation equipment used for loading and unloading of parcels, packages, equipment, passengers and other cargo throughout the campus and community.

Examples of Titles Replaced: Para-Transit Assistant; Refuse Truck Driver; Transit Driver; Truck Driver, Bus Driver

Typical Functions May Include:
1. Assures equipment is properly equipped, cleaned and serviced
2. Performs minor maintenance and reports needed repairs
3. Drives equipment following scheduled route(s), maintains time schedule
4. Completes necessary internal, compliance and accident reports or forms
5. Assists in the loading, unloading and moving of furniture, equipment and refuse
6. Disseminates routine information
7. Schedules customer rides for Metro-lift vans
8. Drives lift-equipped van
9. Assists passengers with boarding, seatbelts, tie downs and exiting vehicles
10. Speaks to groups concerning Metro-lift and CART services
11. Provides dispatch services as rider needs necessitate
12. Performs other related duties as assigned.

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: May serve as lead employee to others doing similar work

Supervision Received: Receives general supervision

Minimum Qualifications:
- **Education**: High School diploma or GED
- **Experience**: 12 – 24 months  
  **Type**: Transportation/Operation of heavy vehicles
- **Skills**: Ability to perform basic math functions; communicate orally and in writing as required to exchange information; read and understand basic written materials; basic computer knowledge
- **Special Requirements**: Regular exposure to disagreeable conditions, extreme temperature changes, odors and loud noises; regularly stands, lifts, bends, stoops, lifts above shoulders and carries 30 or more pounds; may wear and maintain uniforms and work shift work; background and drivers license check required upon employment. Drug test may be required.
- **Licenses**: Valid Oklahoma State driver’s license; other determined by nature of job and/or department
- **Certifications**: Determined by nature of job and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.