Transportation Person IV (0751)

Basic Purpose/Job Function: Providing campus transportation and parking services.

Examples of Titles Replaced: Lead Bus Driver; Para-Transit Specialist; Supervisor, Mass Transit System; Supervisor, Parking

Typical Functions May Include:

1. Inspects vehicles daily and reports needed repairs
2. Maintains and distributes rider ship data for respective route(s)
3. Acts as a tour guide on assigned routes
4. Recommends improvements in bus routes or schedules
5. Schedules customer rides for Metro-lift vans
6. Ensures accidents/incidents are reported and appropriate forms completed
7. Drives Metro-lift vans or buses
8. Assists passengers with boarding, seatbelts, tie downs and exiting vehicles
9. Provides dispatch services as rider needs necessitate
10. Speaks to groups concerning Metro-lift and CART services
11. Prepares federal compliance reports
12. Conducts research, compiles data and drafts reports
13. Provides supervision including hiring, training, scheduling, performance evaluations and other personnel issues
14. Makes check rides to insure safety, traffic, passenger control and other related requirements are followed
15. Develops and maintains procedure manual
16. Prepares reports reflecting operational hours, costs and ridership data
17. Assists in establishing operational policies
18. Coordinates arrangements for special events
19. Traces and resolves problems
20. Reconciles accounts
21. May take statements from the public for purposes of police investigations
22. May operate complicated equipment with sophisticated retrieval, storage and merging capabilities
23. Performs other related duties as assigned
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Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: Supervises, trains and evaluates support staff

Supervision Received: Receives limited supervision; determines action to be taken handling all but unusual cases.

Minimum Qualifications:

- **Education**: High School diploma or GED
- **Experience**: 18 – 36 months  **Type**: Determined by department to include supervisory experience
- **Skills**: 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.
- **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
- **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.