

CAMPUS TRANSPORTATION OPERATOR SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
2967	Campus Transportation Operator	14	013	6 mo.	11/01/15	Rev.
2968	Head Campus Transportation Operator	14	013	6 mo.	11/01/15	Rev.

Promotional Line: 227

Series Narrative

Employees in this series operate or supervise and schedule the operation of buses providing services to students, faculty, and staff.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Campus Transportation Operator 2967

Employees at this level operate buses to accommodate students, faculty, and staff. They work under general supervision from a designated supervisor

A Campus Transportation Operator typically –

1. operates buses for students, faculty, and staff
2. reports need for routine maintenance and/or emergency maintenance and repair when such difficulties occur
3. keeps records of mileage and the consumption of fuel, oil, and antifreeze as directed
4. keeps aware of loading zones, campus road networks, and traffic problems
5. supervises students, other persons who may be allowed to ride the buses
6. exercises caution concerning the travel of persons with disabilities and reports any irregularities in the operation of the bus or campus facilities (such as inaccessible entrances) affecting the travel of riders
7. performs other related duties as assigned

Level II: Head Campus Transportation Operator

2968

Employees at this level are responsible for the continuing scheduling, operation, and maintenance of buses and the supervision of bus operators, including work schedules. They work under general supervision from a designated supervisor.

A Head Campus Transportation Operator typically –

1. schedules and routes buses for transportation of students, faculty and staff.
2. directs follow-up of maintenance and repairs of buses and trouble-shooting.
3. keeps records of mileage, trips, loads, and needs of buses.
4. assists in keeping records on bus operations.
5. coordinates or oversees safety and maintenance checks on buses and their component parts.
6. coordinates or oversees the location and storage of buses.
7. assists supervisor and acts for him/her during absences.
8. operates buses as required.
9. performs duties comparable to the lower level of this series.
10. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:Level I: Campus Transportation Operator

2967

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Must be at least 21 years of age upon employment. (This requirement may be further defined by local recruitment, examination, and employment policies, provided age requirements have been met with regard to all other applicable state and federal regulations in this respect.)
2. Possession of a valid driver license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent, such as a school bus driving permit or similar license/certification.

KNOWLEDGE, SKILLS AND ABILITIES

1. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

2. Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
3. Operation and Control — Controlling operations of equipment or systems.
4. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
5. Speaking — Talking to others to convey information effectively.
6. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
7. Time Management — Managing one's own time and the time of others.
8. Far Vision — The ability to see details at a distance.
9. Multilimb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
10. Spatial Orientation — The ability to know your location in relation to the environment or to know where other objects are in relation to you.
11. Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
12. Near Vision — The ability to see details at close range (within a few feet of the observer).

Level II: Head Campus Transportation Operator

2968

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Must be at least 21 years of age upon employment. (This requirement may be further defined by local recruitment, examination, and employment policies, provided age requirements have been met with regard to all other applicable state and federal regulations in this respect.)
2. Possession of a valid driver license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent, such as a school bus driving permit or similar license/certification.
3. Two years of experience driving buses and/or comparable heavy equipment that would normally be operated on public streets and highways.

KNOWLEDGE, SKILLS AND ABILITIES

1. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
2. Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
3. Operation and Control — Controlling operations of equipment or systems.
4. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
5. Speaking — Talking to others to convey information effectively.
6. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
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10. Spatial Orientation — The ability to know your location in relation to the environment or to know where other objects are in relation to you.
11. Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
12. Near Vision — The ability to see details at close range (within a few feet of the observer).
13. Supervisory ability.
14. Ability to plan, organize, and schedule the routing of buses in an efficient and effective manner.