



## City of Kansas City, Missouri Job Class Specification

**Job Title:** BUS OPERATOR

**Department:** MULTI

**Job Code:** 5309

**Status:** NONEXEMPT

**Grade:** L-3

### Summary

This is skilled work in the operation of multi-passenger vehicles and buses. Work also requires providing information on airlines, parking, transportation of passengers to terminals or activities, and respond to other inquiries the public may request.

Work involves responsibility for the safe and efficient transportation of passengers over prescribed or undetermined routes on a scheduled or unscheduled basis. Work routine may vary and include such tasks as assisting handicapped persons to board and debark from the assigned vehicle. After instructions are received, work may be performed without immediate supervision.

### Duties and Responsibilities

- Transport passengers between the terminals and parking facilities at the airport observing all operating and safety procedures.
- Transports senior citizens to planned activities and destinations.
- Transports children from school to after school programs at an assigned community center or facility. Transports children for field trips and planned activities as part of day camps or programs.
- Transports employees to organized City wide or departmental activities.
- Respond to customer inquiries in a concise and courteous fashion.
- Assist passengers who need assistance in entering and exiting the vehicles
- May be required to enter restricted areas to provide transportation between planes and terminals.
- Fuel assigned vehicle as needed and maintain fuel records.
- Cleans interiors and exteriors of vehicles in preparation for passenger service.
- Assists elderly or handicapped passengers to board or debark from assigned vehicle.
- Performs safety checks around the bus.
- Assist with on-job-training with other employees as directed.
- Performs related duties as required.

### Technical Skills

- Must demonstrate knowledge of airport facility and airline operating procedures to be able to direct customers to appropriate locations and answer passenger questions.
- Must demonstrate and maintain knowledge of City facilities and streets to be able to transport passengers to appropriate locations
- Must demonstrate knowledge of safe and effective operation of vehicle being operated.

### Education and Experience

High school graduation and six (6) months experience driving multi-passenger motorized vehicles with a capacity of 15 passengers or more;

OR

An equivalent combination of education and/or experience.

<b>Certificates/ Licenses/Special Requirements</b>	<ul style="list-style-type: none"><li>▪ Must possess a valid State–issued driver’s license in accordance with City of KCMO policies.</li><li>▪ Possession of a Class B CDL</li><li>▪ Will be required to obtain passenger endorsement and airbrake qualification within first 30 days of employment.</li><li>▪ Must pass a post offer physical examination as prescribed by the City.</li><li>▪ Will be required to pass a pre-employment drug screen</li><li>▪ Must pass a background check as prescribed by the City.</li></ul>
<b>Supervisory Responsibility</b>	None.
<b>Supervision Received</b>	Work is performed under general supervision.  Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
<b>Created</b>	5/81
<b>Revised</b>	6/86, 5/96, 10/03, 9/06, 07/07, 03/18,8/2022 , 01/2024