



City of Kansas City, Missouri Job Class Specification

Job Title: BUS OPERATOR TRAINEE **Department:** AVIATION
Job Code: 5302 **Status:** NONEXEMPT **Grade:** L-1

Summary This is an entry level skilled work in the operation of multi-passenger vehicles. Work also requires providing information on location of airlines, parking, transportation or any other inquiries the traveling public may request.

Work involves responsibility for the safe and efficient transportation of passengers. Work routine may vary and include such tasks as assisting handicapped persons to board and debark from the assigned vehicle. As experience is gained and certification is received, work may be performed without immediate supervision.

**Duties and
Responsibilities**

- Ability to identify parts and functions of multi-passenger vehicles
- Observe transportation of passengers between the terminals and parking lots at the airport obeying all operating and safety procedures.
- Respond to customer inquiries in a concise and courteous fashion.
- With assistance of a Bus Operator, fuel assigned vehicle as needed.
- Cleans interiors and exteriors of vehicles in preparation for passenger service.
- Assists elderly or handicapped passengers to board or debark from assigned vehicle.
- Performs related duties as required.

Technical Skills

- Must demonstrate knowledge of airport facility procedures to be able to direct customers to appropriate locations and answer passenger questions.
- Must demonstrate knowledge of safe and effective operation of vehicle being operated.

**Education and
Experience**

High school graduation

**Certificates/
Licenses/Special
Requirements**

- Must possess a valid State-issued driver's license in accordance with City of KCMO policies.
- Must pass a background check as prescribed by the City.
- Will be required to pass a preemployment drug screen.
- Must pass a physical examination as prescribed by the City.
- Obtain CDL permit, and airbrake and passenger endorsements within 5 days of completion of permit class.
- Pass CDL certification within four (4) months of employment.
- Must be able to pass 10 year FAA background check.

Supervisory Responsibility	None.
Supervision Received	<p>Work is performed under general supervision.</p> <p>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.</p>
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