

Report Generated: Monday May 18, 2026 09:44:00 AM (CDT)

**JOB ANNOUNCEMENT**

City of Columbia, Missouri, Human Resources Department
P.O. Box 6015, Howard Building, 600 E. Broadway
Columbia, Missouri 65205
Voice: 573.874.7235 TTY: 711 (MO RELAY) Fax: 573.874.7736
Web Site: gocomojobs.com

Position Title: Airport Shuttle Driver

Department: City Manager

Division: AIRPORT

FLSA Status: Non-Exempt

Union Code/Affiliation: Unrepresented

Starting Salary: \$15.53-\$17.32 Commensurate on training and education

Job Code: 02561

Application Deadline:

Number of Positions Available: 3

Hours:

Sunday-Saturday between 4:00AM to Midnight

Special Instructions to Applicants:

This position is open until filled, with a preferred application date of Thursday, May 28, 2026.

Job Description (This job description/posting in no way states or implies that these are the only duties to be performed by the employee occupying this position.)

The purpose of this job is to safely transport airport customers and employees between parking lots and the airport terminal while delivering a high level of customer service.

Essential Functions:

Operates shuttles to transport passengers in varying weather conditions.

Follows designated routes, schedules, and instructions to ensure timely services.

Provides customer service by greeting passengers and answering questions.

Assists passengers with loading and unloading luggage.

Conducts pre-trip and post-trip vehicle inspections; reports maintenance or safety issues promptly.

Maintains compliance with all traffic laws, safety regulations, and airport policies.

Maintains a clean vehicle.

Regular attendance is a necessary and essential function.

Performs other duties as assigned.

Education and Experience (An equivalent combination of education, training & experience will be considered):

Education and Experience

High school diploma or equivalent.

1 year of driving experience; experience transporting passengers is preferred.

Licenses or Certifications

Valid Class E Chauffeur license.

Department of Transportation (DOT) medical certification.

Knowledge, Skills & Abilities:**Knowledge of:**

Traffic laws, safety regulations, and defensive driving practices.

Customer service principles.

Skill in:

Safely operating a vehicle carrying passengers.

Communicating verbally and in writing to meet the audience's needs.

Applying active listening and asking questions for understanding.

Providing effective customer service.

Ability to:

Learn routes, schedules, and basic flight information.

Handle difficult and stressful situations with professional composure and maintain effective interpersonal relationships.

Assist with the boarding/deboarding of passengers and luggage.

Recognize, analyze, and solve a variety of problems

Work in a constant state of alertness and a safe manner.

Supervision Exercised:

Job has no responsibility for the direction or supervision of others.

Individuals needing accommodation to apply may call 573.874.CITY (2489)

TTY: 711 (MO RELAY)

THE CITY OF COLUMBIA IS A MERIT, AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER: MALE / FEMALE

THE CITY OF COLUMBIA REQUIRES PRE-EMPLOYMENT DRUG TESTING

The City of Columbia participates in the federal [E-Verify work authorization program](#)