



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Bus Driver (Paratransit)
DEPARTMENT.....: Public Works
DIVISION.....: Transit
CLASSIFICATION/GRADE.....: Bus Driver/102
REVISED.....: 9/2017
REPORTS TO.....: Administrative Coordinator II
REVIEWED.....: 9/2017
WAGES.....: Hourly

SUMMARY:

Terrebonne Parish is seeking a qualified person to operate our Paratransit Service in the Houma and Thibodaux area.

BASIC FUNCTIONS:

1. Properly report for work on time, each day.
2. Properly inspect paratransit bus for mechanical defects and safe operation.
3. Properly complete pre-trip inspection report.
4. Properly operate a paratransit bus for the safety and comfort of the passengers.
5. Provide paratransit service in a professional, friendly, and courteous manner.
6. Assist non-ambulatory patrons in boarding and using the paratransit vehicle safely by properly securing wheelchairs.
7. Accept fare paying paratransit riders through the use of automated fare collection machines, responsible for the honest collection of transit revenue.
8. Consistently maintain a tightly scheduled paratransit bus timetable, while properly operating the paratransit bus in service.
9. Properly operate two-way communications radios and other electronic devices in buses according to transit division policies.
10. Properly follow and enforce transit policies and procedures.
11. Accurately and timely, fill out various paperwork forms required by the transit system.
12. Required to fill in for fellow drivers when absent or sick on short notice.
13. Required to work overtime on short notice when needed.
14. Required to accept any work shift, vehicle, or route assignment.
15. Refuel transit vehicles; add oil or other fluids as needed daily.
16. Follow all public transit Safety and Security policies and procedures with regard to bus passenger safety and security, vehicular accidents, and on-the-job personal injuries, including timely and proper accident or incident reporting procedures.
17. Assist the Parish with the evacuation of the general public for an emergency.
18. Assist the Parish with the repopulation of the general public after an emergency.

OTHER REQUIREMENTS:

1. Must be knowledgeable of the Houma and Thibodaux area for the operation of paratransit vehicle and to provide travel information to citizens and tourists.
2. Must have a friendly and courteous personality and ability to pleasantly deal with the public.
3. Must be willing to perform tasks in addition to job description as maybe necessary.

4. Must maintain a good driving record.
5. Must be capable of driving large/wide vehicles without hitting curbs, signs, or other fixed objects.
6. Must be capable of driving extended periods of time without a break when necessary.
7. Must provide and maintain direct personal contact information (telephone and current address information) with supervisor.
8. Must attend paid training sessions on weekend or other days, as required by the transit division.
9. Must be capable of driving any vehicle or route or work shift assigned.
10. Must have a valid Chauffeur Driver's License at all times when operating a transit division vehicle.
11. Must maintain a professional personal bearing, appearance, or manner in all dealing with the public.
12. Must have and use an accurate watch set to official transit time.
13. Must be capable of working a flexible schedule, any days or hours the transit system is operating.
14. Position is a "Safety Sensitive" position and is subject to random drug testing as required by U.S. Department of Transportation Regulations.

EDUCATION/EXPERIENCE:

1. Ability to read and write legibly. High School education level preferred.
2. Experience operating heavy-duty vehicles preferred.
3. Chauffeur Driver's License (Class D) required.