



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Transit Bus Operator
DEPARTMENT.....: Public Works
DIVISION.....: Transit
CLASSIFICATION/GRADE.....: Bus Operator/104
REVISED.....: 07/2014
REPORTS TO.....: Operation Supervisor
REVIEWED.....: 07/2014
WAGES.....: Hourly

SUMMARY:

Terrebonne Parish is seeking a qualified person to operate a public transit bus in the Houma area.

BASIC FUNCTIONS AND WORK TASKS:

1. Properly report for work on time, each day.
2. Properly inspect transit bus for mechanical defects and safe operation.
3. Properly complete pre-trip inspection report.
4. Properly operate a transit bus for the safety and comfort of the passengers of the transit system.
5. Provide transit service in a professional, friendly, and courteous manner.
6. Assist non-ambulatory patrons in boarding and using the transit vehicle safely by properly securing wheelchairs.
7. Accept fare paying transit riders through the use of automated fare collection machines, responsible for the honest collection of transit revenue.
8. Consistently maintain a tightly scheduled bus timetable, while properly operating 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. Assist the maintenance supervisor with the repair and maintenance of transit vehicles or facilities when maintenance supervisor deems it necessary.
12. Accurately and timely, fill out various paperwork forms required by the transit system.
13. Required to fill in for fellow drivers when absent or sick on short notice.
14. Required to work overtime on short notice when needed.
15. Required to accept any work shift, vehicle, or route assignment.
16. Refuel transit vehicles; add oil or other fluids as needed daily.
17. 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.
18. Assist the Parish with the evacuation of the general public for an emergency.
19. Assist the Parish with the repopulation of the general public after an emergency.

OTHER REQUIREMENTS:

1. Must be knowledgeable of the City of Houma and Terrebonne Parish for the operation of transit 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 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 possess on person, a valid Commercial Driver's License (CDL), Class B with Passenger and Air Brake Endorsement, at all times when operating a transit division vehicle.
11. Must possess on person, a current valid Medical Examiner's Certificate, at all times when operating a transit division vehicle.
12. Must maintain a professional personal bearing, appearance, or manner in all dealing with the public.
13. Must have and use an accurate watch set to official transit time.
14. Must be capable of working a flexible schedule, any days or hours the transit system is operating.
15. 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. Commercial Driver's License (CDL) required, but we are willing to train for CDL passenger endorsement by providing bus for road test to a licensed trainee. (CDL license will be required before a trainee is promoted to a Transit Bus Operator position).