

# BUS OPERATOR

Public Works | Transit



## SUMMARY

**Part-time position.** Operate a transit bus in the Houma and Thibodaux areas. Inspect transit bus for mechanical defects and safe operation. Assist non-ambulatory patrons when boarding and using the transit vehicle safely. Accept fares, maintain a tightly scheduled bus timetable, and properly operate two-way communications radios and other electronic devices.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Varies

#### SHIFT

6:15 a.m. to 5:15 p.m.

*Shift times vary slightly within this time frame.*

#### LOCATION

Transit Facility

#### REPORTS TO

Senior Bus Operator

#### PHYSICAL DEMANDS

- Lift over 50 lbs. (heavy)
- Drive for extended periods without a break

#### WORK ENVIRONMENT

Frequent interactions with members of the public.

#### EMERGENCY EVENTS

Required to work during emergency events.

Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

## ESSENTIAL FUNCTIONS

- Operate transit bus for the safety and comfort of passengers. Assist non-ambulatory patrons with boarding and using the transit bus safely and ensure wheelchairs are properly secured.
- Complete pre-trip inspection reports, as well as various other forms required by the Transit Division.
- Inspect bus for mechanical defects to ensure safe operation. Refuel vehicles, check oil and other fluids as needed, and assist with the repair and maintenance of transit vehicles or facilities when necessary.
- Accept fares using automated collection machines.
- Maintain tightly scheduled bus timetable while maintaining safe operation standards.
- Operate two-way communication radios and other electronic devices according to Transit policies.
- Assist with evacuation and reentry of the public before and after emergency events.
- Follow safety and security policies and procedures with regards to passenger safety and security, vehicular accidents, on-the-job personal injuries, and accident or injury reporting procedures.
- Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

- Work any vehicle, schedule, or route as required by Transit.
- Knowledge of the Houma and Thibodaux areas to operate vehicle and provide travel information to residents and tourists.
- Maintain a good driving record.
- Read and write legibly.
- Follow and enforce transit policies and procedures.
- Be capable of driving large/wide vehicles without hitting curbs, signs, or other fixed objects.
- Attend paid training sessions on weekends or other days, as required.
- Possess and use an accurate watch set to official transit time.
- Position is a safety-sensitive position and is subject to random drug testing.

## EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED certificate preferred.
- Experience operating heavy-duty vehicles preferred.
- Possess and maintain a valid Louisiana Class B commercial driver's license (CDL) with passenger and air brake endorsement.
- Possess and maintain a valid Medical Examiner's Certificate.