

# PARATRANSIT BUS DRIVER



Public Works | Transit

## SUMMARY

Operate a paratransit bus in the Houma and Thibodaux areas. Inspect paratransit bus for mechanical defects and safe operation. Assist non-ambulatory patrons when boarding and using the paratransit 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

Monday to Friday

*Must be able to work overtime on short notice.*

#### SHIFT

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

*Shift times vary slightly within this time frame.*

#### LOCATION

Transit Facility

#### REPORTS TO

Paratransit 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 paratransit bus for the safety and comfort of passengers. Assist non-ambulatory patrons with boarding and using the paratransit 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 and check oil and other fluids as needed.
- 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 Division 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 the Transit Division.
- Knowledge of the Houma and Thibodaux areas to operate vehicle and provide travel information to residents and tourists.
- Maintain good driving record.
- Read and write legibly.
- Follow and enforce transit policies and procedures.
- Drive 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 D chauffeur driver's license.