

# PARATRANSIT BUS DRIVER

Public Works | Transit



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Paratransit Bus Driver is responsible for operating a paratransit bus safely and efficiently in the Houma and Thibodaux areas, providing assistance to non-ambulatory passengers, and maintaining the vehicle's safety and operational standards.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

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

#### SHIFT

5: 30 a.m. to 5:15 p.m.

*Shift may vary slightly within time window.*

#### LOCATION

Transit Facility

#### REPORTS TO

Paratransit Senior Bus Operator

#### PHYSICAL DEMANDS

Driving and sitting for extended periods of time without a break.

#### WORK ENVIRONMENT

Frequent interactions with member of the public.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Louisiana Class D Chauffeur Driver's License

In this role, the incumbent will be responsible for ensuring passenger comfort and safety, completing pre-trip inspections, accepting fares, adhering to schedules, and following all policies and procedures of the Transit Division.

### JOB DUTIES

- Operate the paratransit bus safely to ensure passenger comfort and safety.
- Assist non-ambulatory passengers with boarding and securing wheelchairs using the 4-point system.
- Complete pre-trip and post-trip inspection reports to check for mechanical defects and ensure the bus is in safe operating condition.
- Inspect the bus regularly for mechanical defects to maintain safety standards.
- Accept fares using automated fare collection machines and provide accurate fare receipts.
- Complete vehicle inspection sheets, daily trip schedules, and documentation of any incidents or accidents.
- Maintain a tightly scheduled bus timetable while ensuring safe driving practices.
- Provide excellent customer service to patrons, answering questions and offering travel assistance.
- Operate two-way communication radios and other electronic devices in accordance with Transit Division policies.
- Follow safety and security protocols related to passenger safety, vehicular accidents, injuries, and accident reporting.
- Assist in the evacuation and re-entry of passengers in emergency situations.
- Refuel vehicles and check oil and other fluids as needed to ensure optimal bus performance.
- Submit reports for incidents, accidents, and injuries when necessary.
- Work any vehicle, schedule, or route as assigned by the Transit Division.
- Stay informed of routes and provide travel information to residents and tourists.
- Maintain a clean driving record and adhere to traffic and safety laws.
- Attend paid training sessions as required by the Transit Division.
- Participate in quarterly safety meetings to stay updated on safety procedures.
- Complete all required annual training, including Ethics, Sexual Harassment, Drug and Alcohol Awareness, LEP, Bloodborne Pathogens, and Customer Service Training.
- Perform other duties as assigned by Supervisor.

Questions? No problem!

Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to guide and assist passengers, especially non-ambulatory ones, while maintaining safety and a positive environment.
- **Time Management:** Ability to adhere to tight schedules, ensuring timely departures and arrivals without compromising safety.
- **Analytical Skills:** Ability to assess vehicle performance during pre-trip inspections and identify mechanical issues or safety concerns.
- **Communication Skills:** Strong communication skills to clearly communicating with passengers, co-workers, and using two-way radios while following Transit Division protocols.
- **Organizational Skills:** Capability to manage daily inspection sheets, incident reports, fare collections, and maintain accurate documentation.
- **Technical Skills:** Competence in operating electronic fare collection systems, two-way radios, and performing basic vehicle maintenance tasks.
- **Qualifications:**
  - High school diploma or GED certification preferred.

