



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

POSITION TITLE.....: Senior Bus Operator  
DEPARTMENT.....: Public Works  
DIVISION.....: Transit  
CLASSIFICATION/GRADE....: Senior Bus Operator/105  
REVISED.....: 07/2014  
REPORTS TO.....: Transit Field Supervisor  
REVIEWED.....: 11/2015  
WAGES.....: Hourly

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### SUMMARY:

Terrebonne Parish is seeking a qualified person to lead bus operator crew in the Houma area.

### BASIC FUNCTIONS:

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 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 operation bus in service.
9. Properly operate two-way communications radio 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 or crew leaders 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**, when vehicle is in operation, and/or assist drivers in doing so.
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 for Transit Safety Program including monthly and quarterly Safety meetings.
19. Maintaining Transit Security systems.
20. Responsible for direct supervision of Transit Bus Operators.
21. Responsible for the integrity of the transit system.
22. Perform field checks on Transit Operators.
- 23. Responsible for maintaining accurate records and following proper procedures for all Transit bus accidents and incident reports.**
24. Inspect transit vehicles daily to identify needed repairs for safe operation.
25. Assign all distribution of work to transit drivers in the event the Operations Supervisor is absent.

26. Must be capable of preparing some disciplinary records for all bus operators **to report to the supervisor.**
27. Assist operators with the preparation of accidents, and other forms for Transit operators.
- 28. Must be willing to work a flexible schedule or extra hours when necessary to support division function.**
29. Be capable of safely lifting and manipulating heavy components and supplies.
30. Assist operators with the collection, deposit and documentation of daily revenue.
31. Provide CORRECT transit usage information to the public by phone.
32. Assist the Operations Supervisor in surveying the facility and the assets.
33. Assist with the evacuation of the general public before an emergency.
34. Assist with the repopulation of the general public after an emergency.
35. Required to report to assigned location for duty (CBD) after the last operator leaves the Transit office, (AM senior bus operator) in a Transit bus and arrive back at Transit office (PM senior Bus operator) before the first bus leaves the terminal. This is in the event they are not required to drive.
36. Required to contact another operator that is not assigned to work in the event that a fellow operator calls in. If unable to, contact operation field supervisor.
37. Required to assist with maintaining operator's paddles in the event the operator is running late due to unforeseen reasons.
38. Required to keep accurate records in ledger located at the Transfer station. Report to Operation Supervisor on a daily basis.
39. Required to answer phone calls and assist public when any questions they may have while at the CBD and at the yard.
40. Perform tasks in addition to job description as may be **necessary.**

#### **OTHER REQUIREMENTS:**

This is a "Safety Sensitive" position and as such is subject to random drug testing as required by U.S. Department of Transportation Regulations.

#### **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 tourist.
2. Must have a friendly and courteous personality and ability to pleasantly deal with the public.
3. Must be willing 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 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 weekends 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 and a current valid Medical Examiner's Certificate, 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. Leadership skills required.
15. Good communication skills required.
16. Must be capable of following instructions given.

#### **EDUCATION/EXPERIENCE:**

1. Ability to read and write legibly. High school education level preferred.
2. Experience operating heavy-duty transit buses preferred.
3. Class B Commercial Driver's License (CDL) required with Passenger and Airbrakes Endorsements.