

# TRANSIT BUS OPERATOR

Public Works | Transit



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Transit Bus Operator the safe and efficient operation of a transit bus, ensuring timely departures, providing excellent customer service, and maintaining the safety and comfort of passengers.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

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

#### SHIFT

5:40 a.m. to 5:15 p.m.

*Shift may vary slightly within time window.*

#### LOCATION

Transit Facility

#### REPORTS TO

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 B Commercial Driver's License with Passenger and Air Brake Endorsements  
Medical Examiner's Certificate

In this role, the incumbent will be responsible for vehicle inspections, fare collection, assisting passengers, and adherence to safety policies.

Transit Bus Operators must work various schedules, routes, and are required to respond to emergency events for the evacuation and re-entry of citizens.

### JOB DUTIES

- Operate the transit bus safely and efficiently, ensuring the comfort and safety of passengers.
- Assist non-ambulatory passengers with boarding, disembarking, and securing wheelchairs or mobility devices.
- Provide travel information to residents and tourists, leveraging knowledge of the Houma and Thibodaux areas.
- Complete pre-trip inspection reports, checking for mechanical defects and ensuring safe operation of the vehicle.
- Inspect the bus for mechanical issues, monitor fluid levels, and refuel as needed to ensure proper vehicle function.
- Accept fares using automated fare collection machines and maintain accurate records of fare transactions.
- Adhere to the bus timetable, ensuring timely departures and arrivals while maintaining safe operation.
- Operate two-way communication radios and other electronic devices in compliance with Transit Division policies.
- Assist with vehicle maintenance and repairs, as needed, to ensure the fleet remains operational and safe.
- Assisting with evacuation and reentry of the public during emergencies.
- Follow all safety and security policies regarding passenger safety, accidents, injuries, and incident reporting.
- 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, including working any vehicle, schedule, or route as needed by the Transit Division.
- 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:** Strong commitment to ensuring the safety and well-being of passengers, managing time effectively to stay on schedule, making sound decisions in emergency situations, and maintaining a professional demeanor while interacting with both passengers and co-workers.
- **Time Management:** Must be able to consistently adhere to tight schedules, ensure timely departures and arrivals, prioritize tasks such as vehicle inspections and fare collection, and efficiently manage unexpected delays while maintaining safety and service standards.
- **Analytical Skills:** Must be able to assess vehicle conditions during inspections, identify potential mechanical issues, evaluate traffic and weather conditions, and resolve any operational or customer service challenges efficiently while maintaining safety and timeliness.
- **Communication Skills:** Ability to clearly convey information to passengers, provide instructions or assistance to passengers with special needs, respond to inquiries, report incidents accurately, and use two-way radios effectively while maintaining professionalism and clarity in all interactions.
- **Organizational Skills:** Must be able to prioritize tasks to ensure maintenance, cleanliness of buses and equipment is completed efficiently and on schedule to ensure smooth daily operations.
- **Technical Skills:** Capable of operating and maintaining transit vehicles, including conducting pre-trip and post-trip inspections, driving large/wide vehicles without hitting curbs, signs, or other fixed objects.
- **Qualifications:**
  - High school diploma or GED certification preferred.
  - Experience operating heavy-duty vehicles.

