

SHUTTLE BUS DRIVER

Public Works | Transit



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Shuttle Bus Driver is responsible for safely and efficiently operating a cutaway shuttle 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: 35 a.m. to 6:30 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 members 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 expected to transport passengers while adhering to a strict schedule, assist passengers, collect fares and adhere all policies and procedures of the Transit Division.

The Shuttle Bus Driver must work various schedules and are required to respond to emergency events for the evacuation and re-entry of citizens.

JOB DUTIES

- Operate the cutaway bus safely to ensure passenger comfort and safety.
- Assist non-ambulatory passengers with boarding and securing wheelchairs or other mobility devices.
- Provide travel information to residents and tourist, leveraging knowledge of the Houma and Thibodaux areas.
- Inspect the bus regularly for mechanical defects to maintain safety standards.
- Complete pre-trip vehicle inspection sheets, and documentation of any incidents or accidents.
- Assist with vehicle maintenance and repairs, as needed, to ensure the fleet remains in operation and safe for use.
- Maintain a tightly scheduled bus timetable while ensuring safe driving practices.
- Accept fares using automated fare collection machines and maintain accurate records of fare transactions.
- Adhere to bus timetables, ensuring timely departure and arrivals while maintaining safe operations.
- 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.
- 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.

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.

