

TRANSIT BUS OPERATOR

Public Works | Transit



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Transit Bus Operator is responsible for 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

Primarily spent operating a transit bus on local routes, interacting with passengers, navigating varying traffic and weather conditions, and performing duties in a safety-focused, customer-service-oriented setting.

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 expected to complete thorough pre-trip inspections, collect fares, adhere to scheduled routes and timetables, operate communication equipment in accordance with policy, assist passengers with mobility needs, provide route and travel information, and monitoring vehicle performance throughout operation and assist in minor repairs.

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 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.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

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.

