

EMERGENCY TRANSPORTATION COORDINATOR

Office of Homeland Security and Emergency Preparedness



JOB RESPONSIBILITIES

PART-TIME. Terrebonne Parish Consolidated Government’s Office of Homeland Security and Emergency Preparedness (O.H.S.E.P) PT Emergency Transportation Coordinator is responsible for coordinating transportation resources utilized during emergency evacuations within Terrebonne Parish.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Varies

SHIFT

Varies

LOCATION

O.H.S.E.P. Office

REPORTS TO

O.H.S.E.P. Director

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Primarily office-based during non-emergency operations, with field deployment during emergency activations that may involve travel, extended hours, and high-stress conditions in evacuation and shelter settings.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana Class A Commercial Driver’s License

In this role, the incumbent will be expected to coordinate and manage evacuation transportation operations, oversee contracted school bus drivers, maintain transportation readiness during non-emergency periods, and lead the deployment and execution of transportation resources during emergency activations to ensure the safe and efficient evacuation of Terrebonne Parish residents.

When the Emergency Operations Center is activated for any emergency, this position will be required to work outside of the normal operating.

JOB DUTIES

- Perform all assigned duties under the direction of the Director of Homeland Security and Emergency Preparedness at the TOHSEP office during non-emergency operations.
- Coordinate with the Terrebonne Parish School Board regarding the availability and use of school buses for evacuation purposes.
- Manage recruitment and retention efforts for contracted school bus drivers.
- Maintain accurate records, including driver contracts, licensing, and required documentation.
- Prepare materials and logistics for meetings and assist with general office operations.
- Assist with answering phones and providing administrative support.
- Attend Terrebonne Parish School Board (TPSD) bus driver meetings, including opening and in-service sessions.
- Obtain and process annual bus driver contract renewals.
- Distribute TOHSEP Emergency Preparation Guidebooks.
- Update and maintain office contact lists and bus driver evacuation folders.
- Assist with training personnel to support evacuation transportation operations.
- Participate in training exercises and preparedness activities related to evacuation transportation.
- Assist with maintaining office operations during emergency activations that do not involve evacuation.
- 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.

Questions? No problem!
Email us at employment@tpcg.org.

EMERGENCY TRANSPORTATION COORDINATOR

Continued from previous page.

EMERGENCY ACTIVATION RESPONSIBILITIES

- Coordinate and deploy school buses and contracted drivers for evacuation operations under the direction of the Evacuation Coordinator or ESF-1 Transportation Manager.
- Contact and place bus drivers on alert or initiate deployment when directed.
- Coordinate all transportation operations at the Parish Pickup Point (PPP), including:
 - Set-up and organization of bus staging areas
 - Driver check-in and verification
 - Providing instructions and operational guidance
- Ensure completion of pre- and post-trip bus inspections.
- Travel to and remain at the designated out-of-parish Point-to-Point Shelter during evacuation events.
- Serve as liaison and provide direction to bus drivers at the shelter location.
- Monitor and report bus driver or transportation issues to the Evacuation Coordinator and assist with resolution.
- Coordinate transportation operations for return evacuations, including driver notification, staging, check-in, and instruction.
- Oversee the orderly return of buses to the Terrebonne Parish School Board Transportation Office.
- Assist with on-site coordination, communication, and problem-solving in high-stress, time-sensitive environments.
- Work extended and irregular hours, including nights, weekends, holidays, and during severe weather events.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to lead, direct, and support transportation personnel during both routine operations and high-stress emergency situations while maintaining accountability and morale.
- **Time Management:** Ability to effectively prioritize tasks, manage multiple responsibilities, and respond quickly to time-sensitive demands, particularly during emergency activations.
- **Analytical Skills:** Ability to assess transportation needs, identify operational issues, and develop practical solutions to ensure efficient and safe evacuation processes.
- **Communication Skills:** Ability to clearly and concisely convey instructions, coordinate with multiple stakeholders, and maintain effective communication in both routine and emergency environments.
- **Organizational Skills:** Ability to maintain accurate records, coordinate logistics, and manage transportation resources in a structured and efficient manner.
- **Technical Skills:** Proficient in the use of Microsoft 365 applications, including Outlook, Word, Excel, SharePoint, and Teams, to manage records, prepare correspondence, track data, maintain files, and support efficient departmental operations.
- **Qualifications:**
 - High School Diploma or GED equivalent required.
 - Knowledge of evacuation procedures, emergency response coordination, or public safety operations preferred.

