

# BUS DRIVER

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**Department:** Coastal, Energy, and Environment    **Reports To:** Solid Waste Manager  
**Division:** Solid Waste    **Location:** Administration Building  
**FLSA Status:** Non-Exempt    **Classification:** Part-Time/Civil Service  
**Approved By:** Administration    **Date of Approval:** January 1999  
**Pay Grade Level:** 3    **Date Revised:** February 2011

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## JOB SUMMARY

This is a part-time position totaling two (2), ten (10) hour work shifts or twenty (20) work hours per pay period, with job duties being performed only on Saturdays and Sundays, except when assigned work days occur on a holiday or during inclement weather. Job duties involve the driving of a thirty-six (36) passenger bus to transport individuals to court-assigned areas to perform outdoor clean-up activities. Jobholder is also responsible for the overall safety and supervision of all work activities performed by assigned individuals.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Operates the thirty-six (36) passenger bus in a safe and effective manner; regulates heating, lighting, and ventilation equipment for passenger comfort
- Transports court-assigned community service workers to designated areas to perform clean-up activities; supervises work activities to ensure that proper safety procedures are followed; logs total time of hours worked for each worker, and files appropriate report(s) documenting time worked
- Complies with all applicable traffic laws
- Reports delays or accidents
- Ensures that routine/standard maintenance activities are performed on the vehicle in accordance with Parish policies and procedures
- Administers prescribed first-aid treatment at job site, performing such activities as application of bandages, and general antiseptic of minor wounds or abrasions incurred in the performance of work activities; requests emergency ambulatory assistance for transporting of injured workers to appropriate medical facility in cases of serious accident or injury; immediately notifies supervisor and files formal report as required under departmental safety rules and procedures

- Monitors inventory of supplies and equipment, and requisitions additional supplies needed
- Responsible for the purchase and provision of litter bags, ice, water, and cups for workers at start of each work day
- Coordinates activities with beautification committees and supervisors
- Ensures that all Lafourche Parish Safety rules and procedures are strictly adhered
- Files the required reports regarding work activities, accidents (personal and property)
- Reports any and all infractions by workers in the performance of community service duties
- Maintains compliance with all required security procedures in the supervision of the workers
- Observes the conduct and behavior of workers during the performance of services to prevent disturbances

Other duties may be assigned.

#### **ADDITIONAL RESPONSIBILITIES**

- May receive and resolve complaints/questions/concerns received from state and federal agencies, supervisory personnel, and representatives of the judiciary
- All parish government employees in a declared emergency shall be considered essential personnel

#### **SUPERVISORY RESPONSIBILITIES**

Responsible for the supervision and safety in the completion of community service work activities of a maximum of thirty-six (36) community service workers.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** High school diploma or general equivalency degree (GED), or one (1) to two (2) years related experience and/or equivalent combination of education and training in the proper operation and maintenance of a passenger bus; must have the ability to exercise independent judgment within established systems and procedures.

**Language Skills.** Ability to read, and interpret basic location maps; Ability to write basic information onto forms. Ability to effectively present direction and supervision to assigned workers.

**Mathematical Skills.** Ability to perform basic mathematical calculations such as the addition, subtraction, and multiplication of whole numbers.

**Reasoning Ability.** Ability to solve practical problems and deal with basic variables in standardized situations. Ability to interpret basic instructions furnished in written, oral, diagram, or schedule form.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment and must possess a bus endorsement.

## **OTHER SKILLS AND ABILITIES**

- Must possess basic knowledge in the operation and maintenance of a multi-passenger bus
- Ability to deal courteously and effectively with the community, the public, governmental officials, and other employees of the Lafourche Parish Government

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to taste and smell; climb or balance; and, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The work environment requires the jobholder to be in outdoor weather conditions and working around mechanical moving parts; the noise level in the work environment is noisy.