

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Bus Attendant

LOCATION: Arkadelphia SCAT

HOURS: Up to 29 Hours per Week / Hours Vary

FULL-TIME:

PART-TIME: X

APPLICATION DEADLINE: Open until Filled

DATE POSITION TO BE FILLED: As Soon As Possible

SALARY: \$ 8.68 per hour

JOB DUTIES:

Renders personal service to minor child and or medically incapacitated adult passengers by performing the following transportation related duties.

Assist passengers being seated and seated into appropriate seat and safety restraint.

Adjusts seating arrangement to accommodate passenger when required

Answers questions about bus schedules, travel routes and bus services

Safely secure children in approved manner in child safety restraints

Provide assistance to passengers to and/or from the curb/door of the place of pick-up and/or destination as necessary.

Assist passengers in maintaining order & safety are to assure bus drivers are not distracted.

Assist in maintaining the cleanliness of the interior of vehicle.

Other duties as assigned

EDUCATION REQUIREMENTS: High school diploma or GED; or one to three months related experience and/or training; or equivalent combination of education, training and experience preferred.

EXPERIENCE NEEDED: Ability to apply common sense understanding to carry out instructions furnished in written or verbal form and be able to work flexible schedule.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Must regularly lift and/or move up to 10 lbs., frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 50 lbs.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121