

# EMPLOYMENT OPPORTUNITY FACT SHEET

**POSITION:** Bus Driver  
**LOCATION:** El Dorado SCAT  
**HOURS:** 30 Plus Hours per Week / Schedule Varies  
**FULL-TIME:** X **PART-TIME:**  
**APPLICATION DEADLINE:** Until Filled  
**DATE POSITION TO BE FILLED:** As Soon As Possible  
**SALARY:** \$ 11.20 per hour

## **JOB DUTIES:**

Drives a vehicle to transport passengers over specified routes to local or distant points according to schedule; collects and records tickets and fares; maintains required records; inspects vehicle daily; and assists passengers.

Inspect vehicle daily for safety; check gas, oil, water, tires, mirrors, brakes, horn, turn signals, seat belts, wheelchair lift, air conditioning/heating, radio, etc. before departing on route. Report any mechanical problems.

Vehicle should present a professional appearance both the interior and exterior. Floor and seats should be kept free of obstacles, trash and dirt at all times.

Driver should provide assistance to passengers as necessary when entering/exiting the vehicle. To reduce/eliminate unfortunate mishaps and/or load or unload baggage checked by passengers in baggage compartment.

Drivers shall ensure that wheelchairs and wheelchair passengers are properly secured and all passenger seat belts are fastened before putting the vehicle in motion.

Drivers are to comply with all traffic regulations and cell phone usage is prohibited while driving the vehicle. Use of two-way radio is controlled and licensed by the Federal Communication Commission which is limited to essential transmission, idle chatter is prohibited.

Personal appearance and hygiene should reflect a professional image. SCAT uniform shirts and identification badges are furnished for all drivers and must be worn while on duty. Choice of shoes should cover the entire foot.

In the event of an accident involving personal injury and/or property damage, incident or violation take immediate action to insure the safety of the passengers and the vehicle. Inform supervisor and follow procedures as outlined in the CADC – SCAT Drivers Handbook.

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:** Must be able to follow written/oral instructions and be able to work flexible schedule.

**OTHER REQUIREMENTS:** Criminal Background Check and Pre-employment & random drug/alcohol screenings. Must have valid Arkansas driver's license, meet the physical qualifications as defined by the Department of Transportation, obtain CDL w/"P" endorsement within (ninety) 90 days of employment and have a safe driving record. Must be able to lift and/or move up to 100 lbs.

**DATE OF NOTICE:** 09/05/18

**Remove after:** 09/15/18

**“EQUAL OPPORTUNITY EMPLOYER”**

Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-315-1121