

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Bus Attendant
LOCATION: Fordyce SCAT
HOURS: Up to 29 Hours per Week / Hours Vary
FULL-TIME: **PART-TIME:** X
VACANCY NOTICE: 03/11/19
APPLICATION DEADLINE: Open until Filled
DATE POSITION TO BE FILLED: As Soon As Possible
SALARY: \$ 9.25 per hour

JOB DUTIES:

Provide support and oral direction to passenger in the process boarding/exiting being seated including the fastening of the seat belt is passenger requests assistance.

Ensure children are safely secure and seated in approved manner of seat and child is safety restraint.

Answers questions about bus schedules, travel routes, bus services and announces the presence and provides assistance as necessary to and/or from at the entrance of the building at the specified pick-up location.

Assist passengers and maintain order on the vehicle in order to assure drivers attention isn't taken from safe operations of vehicle.

Other duties as assigned.

EDUCATION REQUIREMENTS: Ability to read and write English.

EXPERIENCE NEEDED: Must be able to follow written/oral instructions 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