**EMPLOYMENT OPPORTUNITY**

**FACT SHEET**

**POSITION: Bus Driver**

**LOCATION: Malvern SCAT**

## HOURS: Up to 29 Hours per Week / Week-Ends

**PART-TIME: X**

**VACANCY NOTICE: 05/3/21**

**APPLICATION DEADLINE: Until Filled**

**DATE POSITION TO BE FILLED: As Soon As Possible**

**SALARY: $ 13.70 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 50 lbs.**

# “EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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