

EMPLOYMENT OPPORTUNITY FACT SHEET

AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.

POSITION: Transportation Driver
LOCATION: Fordyce SCAT
HOURS: 30 Plus Hours per Week / Schedule Varies
APPLICATION DEADLINE: Until Filled
DATE POSITION TO BE FILLED: As Soon As Possible
SALARY: \$16.40 - \$17.00 per hour – Depending on License Class

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 be at least 21 years of age. Must have valid Arkansas driver's license, meet the physical qualifications as defined by the Department of Transportation, obtain "P" endorsement 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

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

“Equal Opportunity Employer” NOTICE OF NON DISCRIMINATION The Central Arkansas Development Council complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, Central Arkansas Development Council does not discriminate on the basis of race, sex, color, age, national origin, religion, disability, Limited English Proficiency (LEP), or low-income status in the admission, access to and treatment in the Central Arkansas Development Council programs and activities, as well as the Central Arkansas Development Council hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Central Arkansas Development Council nondiscrimination policies may be directed to **Dana Bates, Title VI Coordinator, P.O. Box 580, Benton, AR 72018, (501) 315-1121 (Voice/TTY711)**. Free language assistance for Limited English Proficient individuals is available upon request. This notice is available from the Title VI Coordinator in large print, on audiotape and in Braille.