

# MASS TRANSPORTATION AUTHORITY

## JOB DESCRIPTION

POSITION: BUS ATTENDANT

SCOPE OF RESPONSIBILITIES:

The Bus Attendant is responsible for assisting passengers to and from the vehicle as well as assisting with any items the passenger is carrying.

SUPERVISED BY: SERVICE CENTER MANAGER

PRINCIPAL RESPONSIBILITIES:

- Assist passengers from inside the door of their location to an MTA vehicle (bus, van or automobile) in a safe and efficient manner
- Assist passengers from an MTA vehicle (bus, van or automobile) through the door of their destination in a safe and efficient manner
- Assist passengers with items they are carrying
- Assist passenger with attire appropriate for weather conditions
- Provide contact information to facilitate timely arrival & departure
- Other duties, as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each principal duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have concern and consideration for handling of all passengers
- Effective verbal communication skills
- Ability to follow procedures
- Reliability

EDUCATION and/or EXPERIENCE:

- High School Education or GED

PHYSICAL REQUIREMENTS

- Ability to enter and exit bus repetitively and independently using the stairs
- Daily use of hands and fingers to handle or feel objects
- Ability to reach with arms and hands
- Ability to tolerate working in a confined space: a bus

WAGE RATE – \$8.90 per hour

APPLICATION SUBMITTAL:

Applications will be accepted until the positions are full. Apply in person at the MTA Administration Building, 1401 S. Dort Hwy., Flint **OR** at any MTA location. Submit resumes to [jobs@mtaflint.org](mailto:jobs@mtaflint.org). MTA is an equal opportunity employer!

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*