



Cape Fear Public Transportation Authority
Equal Employment Opportunity Policy

March, 2016

Cape Fear Public Transportation Authority
505 Cando St. Wilmington, NC
28405 www.wavetransit.com
910.343.0106

Contents

I. STATEMENT POLICY: EQUAL EMPLOYMENT OPPORTUNITY	3
II. DISSEMINATION OF AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY.....	5
III. DUTIES AND RESPONSIBILITIES	6
IV. EMPLOYMENT POLICIES AND PRACTICES.....	6
V. UTILIZATION ANALYSIS.....	12
APPENDIX A: Job Description of EEO/AA Officer	19
APPENDIX B: Employment Application for Wave Transit	21
APPENDIX B: Employment Application for Transit Management.....	27

I. STATEMENT POLICY: EQUAL EMPLOYMENT OPPORTUNITY

The mission of the Cape Fear Public Transportation Authority (d.b.a. Wave Transit), is to “Develop and maintain an effective, efficient, and safe system of public transportation services within Southeastern North Carolina which is responsive to the mobility needs of the community. Transportation services provided shall be designed to maintain and encourage the use of public transportation and shall contribute to the economic vitality of the community, the conservation of natural resources and the protection of the environment”.

In an effort to uphold this mission, Wave Transit is committed to hiring and maintaining knowledgeable management and qualified employees. Wave Transit is committed to ensuring Equal Employment Opportunity (EEO) through its system of personnel practices, including: recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits and other terms and conditions of employment. These practices will not discriminate against an employee or applicant for employment on the grounds of age, color, race, religion, sex, national origin, disability or military status except where any of the above is a bona fide occupational qualification. Furthermore, affirmative action will be taken to ensure EEO.

The responsibility for ensuring compliance and/or implementation of Wave Transit’s EEO program rests ultimately with the EEO Officer. However, all management personnel share in this responsibility and will be assigned specific tasks as it becomes necessary to assure compliance with our EEO program.

All employees and applicants seeking employment with Wave Transit have the right to file complaints alleging discrimination with Wave Transit through the EEO Officer, Megan Matheny. The EEO Officer reports directly to Executive Director, Albert Eby.

All management personnel, including the Human Resources Manager, involved in the interview and hiring process will have the success of the EEO program as their goal and, once achieved, will strive to maintain that level of success. Management will be evaluated on the success and ultimate maintenance of the EEO program.

Wave Transit is committed to the premise that successful achievement of the EEO goals will provide benefits to the organization through increased utilization and development of previously underutilized human resource services.

The EEO Officer has several responsibilities with respect to the EEO program. These responsibilities are outlined as follows:

1. Develop the EEO policy and written program.
2. Recommend internal and external communication procedures.
3. Assist management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables and developing programs to achieve goals.

5. Report to the Executive Director on progress of each individual in relation to the organization's goals.
6. Serve as liaison between the organization, federal, state and local governments and other community groups.
7. Assure that current legal information affecting affirmative action is disseminated to responsible officials.
8. Assist in recruiting minority, women and disabled applicants as well as establish outreach sources for use by hiring officials.
9. Process employment discrimination complaints.

Managers at all levels of the organizations have the following responsibility to implement the organization's EEO program:

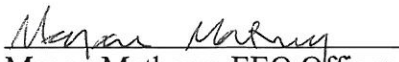
1. Assist in identifying problem areas and establish agency goals and objectives.
2. Be actively involved with local minority organizations, women's and individuals with disabilities groups, community action organizations and community service programs designed to promote EEO.
3. Participate actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives.
4. Hold regular discussions with other managers, supervisors and employees to assure the organization's policies and procedures pertaining to EEO are being followed.
5. Review the qualifications of all employees to assure that minorities, individuals with disabilities and women are given full opportunity to transfer, promotion, training and other forms of compensation.
6. Participate in the review and/or investigation of complaints alleging discrimination.
7. Conduct and support career counseling for all employees.
8. Participate in periodic audits to ensure each department is in compliance.



Albert Eby, Executive Director,
Wave Transit

03/18/2016

March 18, 2016



Megan Matheny, EEO Officer
Wave Transit

3/18/16

March 18, 2016

II. DISSEMINATION OF AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

A. POLICY

It is Wave Transit's policy that the EEO and Affirmative Action (AA) programs be communicated in the following manner:

1. Reaffirmation of policy and other information to all employees on an annual basis.
2. Inclusion of policy and other related information in publications and the Wave Transit website.
3. Notification to recruitment sources and community action groups.
4. Discussion at appropriate supervisory meetings covering the subject of recruitment, employment, training, promotion and transfer of employees.
5. The EEO/AA policy is posted on designated employee bulletin boards at all Wave Transit facilities.
6. Any revisions to the EEO/AA policies are communicated to all employees by notices which identify and explain any such change.

The dissemination of Wave Transit's EEO/AA policy is not limited to the above referenced items. Wave Transit will use all appropriate means in conveying the organization's commitment to EEO.

B. PRACTICES

Wave Transit recognizes its responsibility for implementing EEO and AA policies within the organization.

Wave Transit communicates its policy internally by locating EEO posters in multiple areas accessible to all employees. In addition to internal communication, Wave Transit provides for the external communication of EEO and AA policies through proper notification to various recruitment sources and other interested parties. Wave Transit communicates its commitment to recruiting and hiring qualified female, minority and disabled candidates through the following recruitment sources:

North Carolina State Employment Service
New Hanover County Vocational Rehabilitation
New Hanover County Department of Social Services
Cape Fear Community College Career Services
VET Recruitment ESC
3M Male Mentoring Group
disAbility Resource Center
The University of North Carolina- Wilmington

III. DUTIES AND RESPONSIBILITIES

A. EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION OFFICER

It is the responsibility of the EEO/AA Officer to report to Wave Transit's Executive Director on matters relating to AA. The duties and responsibilities of the EEO Officer are specifically identified in the Policy Statement noted above. The EEO/AA Officer is responsible for evaluating whether the EEO policy is being implemented at all levels of the organization. The EEO/AA Officer will periodically review the AA Program to ensure its effectiveness. Please refer to Appendix A for the EEO/AA Officer's job description.

IV. EMPLOYMENT POLICIES AND PRACTICES

A. RECRUITING

Wave Transit will provide employment opportunities to qualified applicants regardless of race, color, religion, sex, national origin, age, disability or military status.

To ensure equal opportunities are extended to all qualified applicants, Wave Transit employs the following techniques:

- Wave Transit seeks active involvement with various organizations that are prepared to refer the finds of applicants desired. The organizations listed in Section II (B) have been identified as variable recruitment sources.
- Wave Transit encourages all employees to participate in workshops and seminars designed for career and self-development.
- Active recruiting will be conducted at educational institutions and organizations with high or predominant minority or female enrollment when appropriate. Recruiting efforts at all educational institutions and organizations will include special efforts to reach minorities and females. Qualified employees of lower rank with the same general areas of expertise will be given first consideration to fill any vacancies.
- Wave Transit encourages all employees to continue to be a recruiting source by referring qualified minority, female and disabled candidates.

B. SELECTION AND HIRING POLICY AND PRACTICES

It is Wave Transit's policy that anyone interested in employment may submit an application for employment in response to an advertised position. Please refer to Appendix B for the employment applications for both Wave Transit and Transit Management of Wilmington.

The organization and its managers will give proper consideration to such factors as education, experience, skills, advancement potential and character. All aspects of the selection process will be administered without regard to race, color, religion, sex, national origin, age, disability or military status. Candidates for employment must possess the basic qualifications required to effectively perform the functions of the position.

Applications will be accepted in response to the placement of ads in local newspapers including minority publications. Applications are valid and will be kept on file for (6) months.

Applications will be accepted and prescreened by Wave Transit's Human Resources Department or Transit Management of Wilmington Management, whichever is applicable. Once prescreened, all applications will be reviewed by the appropriate department head. Applicants selected for an interview will be ranked and interviewed by the department head and/or his/her designee in the area of the vacancy. Upon agreement between the department head and/or his/her designee and the EEO Officer, the candidate will undergo the necessary pre-employment requirements such as: a background check, a drug screening and physical (when appropriate) prior to a job offer from the respective department head.

With respect to training, a formal training program of at least two weeks' duration will be held for new bus operators. Mechanic training will be performed on a one-on-one basis with an experienced mechanic during the probationary period.

Operator candidates must satisfactorily meet the following basic requirements to be selected for employment:

Employment and Background

- Verification of at least 10 (ten) years of employment and residency
- Explanation for any gap in employment or residency exceeding thirty (30) calendar days

Motor Vehicle Record

- A valid driver's license in the state in which you reside
- At least 21 years of age with a minimum of three (3) years of driving experience
- No more than two (2) moving violations within the past thirty-six (36) months
- No more than (2) accidents (verified by corresponding violation or points associated with accident) within the past thirty-six (36) months
- The ability to obtain a Commercial Driver's License (CDL) as required by the position

Criminal History

Criminal conviction(s) involving one of the following may potentially disqualify potential candidates from employment opportunities.

- Any crime against a child or vulnerable adult (i.e., disabled, elderly or infirmed)
- Kidnapping / Abduction

- Murder / Manslaughter / Attempted Murder / Vehicular Homicide
- The possession, manufacture, cultivation, use or distribution of illegal substances or associated paraphernalia
- The unlawful use, possession, distribution, disposal or alteration of a firearm or weapon
- Any act of violence upon another individual
- Theft, larceny
- Any offense of a sexual or indecent nature including but not limited to the unlawful possession of publications and images, and/or downloading of such images for the managing and accessing of any website containing unlawful sexual content
- Driving Under the Influence (DUI) or Driving While Intoxicated (DWI)

Drug Testing

- Applicants must pass a pre-employment drug screen

FTA and DOT Requirements

- The ability to pass an FTA/DOT mandated physical examination or an approved state-specific physical for non-DOT driving positions
- The willingness to comply with FTA/DOT substance abuse regulations and testing requirements outlined in CFR 665 and CFR part 40

Physical Performance Dexterity Test (PPDT)

- Company and/or contract requirements could require bus driver, attendant and monitor applicants to pass a pre-employment Physical Performance Dexterity Test (PPDT).

In accordance with EEO Commission guidelines, an applicant log will be maintained showing each applicant's race or national origin and sex, based upon visual observation; he/she may not ask such questions specifically. When applications are not submitted in person and applicants are not personally known to the manager, he/she may ask each applicant to fill out a self-identification form and advise the applicant that the information is not being sought for employment decisions but to meet federal record keeping requirements. All applicant logs or self-identification forms must be kept in completely separate files and must have no bearing on any employment decision. Applicants will be informed of this fact.

The role of the EEO/AA Officer shall be to monitor the hiring and selection procedure in such a way that all applicants are given an equal opportunity for employment. In doing so, the EEO/AA Officer will:

- have access to files of all applicants interested in employment
- periodically review resumes and applications for all applicants

- review and suggest revisions on all employment procedures to assure they do not have discriminating effects

C. TRANSFER AND PROMOTION POLICY AND PRACTICES

It is Wave Transit's policy to afford present employees the opportunity for transfers and promotions without regard to race, color, religion, sex, national origin, age, disability or military status.

Wave Transit makes every effort to promote from within and provide employees with transfer opportunities that qualify them for future promotional opportunities. It is the responsibility of management to provide developmental assistance by which minority and female employees can advance within the company.

It is Wave Transit's policy and practice to conduct individual performance appraisals after the first months of employment. Administration and supervisory employees are then reviewed annually coinciding with anticipated salary increases, at or about the first of the fiscal year (July 1st). Union employees are made aware of job openings via postings made by the contractor, Transit Management of Wilmington. Promotion and transfer opportunities are based on performance and seniority.

Promotions from one bargaining unit position to another are selected from those persons who sign the job posting bulletins. Individuals within the respective department as well as all other employees are eligible to sign job postings. Selection is determined by work performance as well as qualifications for the new position. A probation period of 90 days will be observed for salaried personnel as well as new union employees. Promotions within management are based upon qualifications and the potential to handle added responsibilities. The Fixed Route Manager position is filled through a professional services contract between Wave Transit and First Transit.

D. TRAINING AND EDUCATIONAL OPPORTUNITY POLICY AND PRACTICES

Wave Transit provides educational and training opportunities to its employees regardless of race, color, religion, sex, national origin, age, disability or military status.

It is the responsibility of all department heads to identify, encourage and implement training opportunities for all personnel. This is to be done with the primary goal of increasing the effectiveness of the organization.

The training process includes, but is not limited to the following:

1. One-on-one training between management and staff
2. Local training courses, seminars, community colleges, trade schools, etc.
3. Regional and national training courses

E. TERMINATION AND DISCHARGE POLICY AND PRACTICES

An employee may resign by presenting a written notice of resignation to his/her supervisor or the Human Resources Manager.

An employee may be dismissed for unsatisfactory performance of duties, for disciplinary reasons, for other just causes, or for reduction in workforce. The employee may receive monies due upon dismissal.

Although employees may be paid for accumulated vacation leave on a pro-rata basis upon termination, they will not be reimbursed for accumulated sick leave. Medical and life insurance will be paid through the effective date of termination of the employee but no later than the end of the month in which termination occurred.

APPEALS PROCEDURES

Any Transit Management of Wilmington non-union employee who feels that he or she has been unjustly treated has the right to appeal the employment termination decision, under the appropriate sections, terms and conditions of the bargaining agreement even though they are not in the bargaining unit.

Any Transit Management of Wilmington union employee who feels that he or she has been unjustly treated has the right to appeal the employment termination decision under the appropriate sections, terms and conditions of the bargaining agreement.

The EEO/AA Officer will be apprised of all verbal and written appeals.

F. SENORITY FOR TRANSIT MANAGEMENT OF WILMINGTON EMPLOYEES

Amalgamated Transit Union, Local 1328 represents employees of the transportation and maintenance departments as certified by U.S. Department of Labor. Seniority practices affecting these employees are agreed to in the labor contract.

G. WAGES AND SALARIES

Wave Transit complies with the Equal Pay Act of 1963 which requires all employers subject to the Fair Labor Standards Act to provide equal pay for men and women performing similar work.

Wages for all unionized employees are governed by the labor contract. Salaries for non-union employees are determined by recommendations from First Transit management to Wave Transit's Executive Director.

H. EMPLOYEES WITH DISABILITIES

It is the policy of Wave Transit not to discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. Wave Transit takes affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities without discrimination based upon their physical or mental disability in all employment practices. Wave Transit will attempt to provide reasonable accommodations for employees with disabilities.

I. SEXUAL HARASSMENT POLICY AND PRACTICES

Wave Transit will not tolerate sexual harassment of its employees by anyone, including supervisors, other employees, customers, etc. Persons harassing others will be handled accordingly.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees that are acceptable to both parties are not considered to be sexual harassment.

Sexual harassment as defined by the Equal Employment Opportunity Commission is:

- unwelcomed or unwanted sexual advances
- requests and demands for sexual favors
- verbal abuse or kidding that is sexually oriented and considered unacceptable by another individual
- engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance
- creating a work environment that is hostile or offensive

This policy is to protect all employees. If it is proven that an employee has knowingly and intentionally falsely accused another employee of sexual harassment, it will be considered that such employee is guilty of harassment and will be appropriately disciplined.

It shall be the responsibility of the EEO/AA Officer to advise any employee who feels she or he has been sexually harassed of the proper procedure for handling the complaint.

J. EEO/AA GRIEVANCE PROCEDURE

It is the policy of Wave Transit to provide a pleasant working environment for all employees. The complaint procedure outlined below will address discrimination complaints regarding race, color, religion, sex, national origin, age, disability or military status.

Utilization of this complaint procedure will not in any way jeopardize current or prospective employment status.

Procedures are as follows:

- The EEO Officer will receive all written complaints of discrimination. These complaints may be direct from the employee or referred from a supervisor or manager who has received a complaint from an employee.
- All discrimination complaints filed under this procedure will be accepted for investigation up to and including 30 days after the date of the alleged discriminatory act.
- All complaints will be properly recorded and signed by the complainant. Employees will be advised and counseled as to other avenues of redress including, not limited to, the following:
 1. State of North Carolina, Department of Human Rights;
 2. Equal employment Opportunity Commission; and
 3. Wilmington, NC Human Relations Commission.
- All complaints will be investigated and processed by the EEO Officer within 30 days of receipt.
- The complainant will receive written notification regarding the results of the investigation and the final disposition of the complaint including remedial actions to be taken.
- If the complainant disagrees with the findings and decisions of the EEO Officer, he/she will be advised and counseled as to other avenues of redress including, but not limited to, the following:
 1. State of North Carolina, Department of Human Rights;
 2. Equal Employment Opportunity Commission; and
 3. Wilmington, NC Human Relations Commission
- The EEO Officer will take necessary steps to ensure the confidentiality of all discriminatory complaint records and of any counseling done in the course of the complaint procedure.

V. UTILIZATION ANALYSIS

EEO assumes that the workforce of any given business concern should mirror the race and sex composition of the population. A major factor in assessing equal employment opportunity is the skill availability of the labor pool. Equal Employment Opportunity legislation (Title VII of the Civil Rights Act of 1964, as amended) and subsequent executive orders (Executive Order 11246, as amended); require that Federal contractors and sub-contractors certify that they do not discriminate with respect to employment and the conditions thereof. Furthermore, business concerns contracting with the Federal government must take affirmative action to achieve and ensure EEO.

The assessment below views the total Wave Transit and First Transit/Transit Management of Wilmington workforce; provides a job classification breakdown according to minorities and non-minority females and the availability of minorities and non-minority females in the Metropolitan Statistical Area (MSA).

A. CURRENT WORKFORCE

The combined workforce for Wave Transit and First Transit/Transit Management of Wilmington consists of 152 employees representing two major EEO categories: management and professional. Within these categories, the following occupational groups are represented: management, craftsman, equipment operator, laborer and clerical. It is the policy of both Wave Transit and Transit Management of Wilmington to promote from within. Wave Transit's current workforce as of March 2016 is indicated in the following table:

Dept. Job Title or Number	Salary	Current Period As Of:																Current				Availability %		% of Under-Utilization		GOAL						
					EMPLOYEES																											
		All Employees			MALE								FEMALE								MIN		F									
		TOT	M	F	W	AA	HISP	API	A/AN	NHOPI	MULTI	W	AA	HISP	API	A/AN	NHOPI	MULTI	#	%	#	%	MIN	F	MIN	F	MIN	F				
Executive Senior Level officials and managers		4	3	1	3						1							0	0.0%	1	25.0%	16.2%	43.1%	-16.2%	-18.1%	0.65	0.72					
First/Mid Level Officials and Managers		8	5	3	4				1		2	1						2	25.0%	3	37.5%	16.2%	43.1%	8.8%	-5.6%	(0.70)	0.45					
Professionals		5	5	0	5													0	0.0%	0	0.0%			0.0%	0.0%	0.00	0.00					
Technicians		1	1	0	1													0	0.0%	0	0.0%			0.0%	0.0%	0.00	0.00					
Sales Workers		0	0	0														0		0												
Administrative Support Workers		14	3	11	1	1			1		3	7	1					10	71.4%	11	78.6%	16.2%	43.1%	55.2%	35.5%	(7.73)	(4.97)					
Craft Workers		9	9	0	4	4	1											5	55.6%	0	0.0%	16.2%	43.1%	39.4%	-43.1%	(3.54)	3.88					
Operatives		108	50	58	10	39	1				9	49						89	82.4%	58	53.7%	16.2%	43.1%	66.2%	10.6%	(71.50)	(11.45)					
Laborers		3	3	0	2	1												1	33.3%	0	0.0%	16.2%	43.1%	17.1%	-43.1%	(0.51)	1.29					
Service Workers		0	0	0	0													0		0												
AA - African American		A/AN - American Indian or Alaskan Native																														
HISP - Hispanic		NHOPI - Native Hawaiian or Other Pacific Islander																														
API - Asian/Pacific Islander		Multi - Two or More Races																														

AA - African American
HISP - Hispanic
API - Asian Pacific Islander
AJAN - American Indian or Alaskan Native
NHOPI - Native Hawaiian or Other Pacific Islander
Multi - Two or More Races

*Please Note: The current percentage of minority laborers indicated in the table is 100%. Salary for each category is not included.

B. LABOR MARKET

The relevant labor market for Wave Transit and First Transit/Transit Management of Wilmington has been determined to be New Hanover County in which 18% of the population in the labor market is minority and more than 81% of this group is black.

Females comprise 45% of the labor market. The minority workforce is small but consistent with the norm for comparable communities. The statistics for minorities, other than blacks, are also comparable.

The workforce for Wave Transit and First Transit/Transit Management of Wilmington is both small and stable; therefore, any and all goals must be predicated upon job turnover among current staff. An analysis of the current workforce availability is indicated in the above table.

C. GOALS

The assessment of the current level of minority and female employment at Wave Transit and First Transit/Transit Management of Wilmington indicate that the goal minority demographic is being met; however, we are slightly under the established goal for female utilization.

1. Management

Within this category there are 12 employees; minorities are well represented as the percentage exceeds the availability percentage while female representation is below the availability percentage. The goal was to maintain female utilization at the current level of 50% in upper management and 57% in middle management; however, the female percentage decreased to 25% in upper management and 38% in middle management. A 25% minority utilization level was maintained at the middle management level. The previous goal of maintaining adequate minority representation was achieved in this particular category as the current level of minority representation remained consistent. Decreases in female representation put us below our goal for female utilization in the area of management.

2. Craftsman

Female utilization is nil. The low availability numbers present a problem in reaching representative utilization rates. Minority utilization is 56% of the nine (9) positions in this group. Based upon Transit Management of Wilmington's policy to promote from within, it is necessary to introduce a female and a minority into the Laborer occupational group to ensure that a female or minority will have an opportunity to compete for a Craftsman position. The goal is to increase the representation of

females by one (1) position or 11%. The previous female representation goal was not met due to job opportunities not materializing. The previous goal of maintaining adequate minority representation was achieved in this particular category as the current level of minority representation remained adequately utilized.

3. Equipment Operator

Equipment operators comprise 71% of the workforce, as 108 employees belong to this category. Minorities are well represented in this category with 82% representation. Females are also represented in this category as they make up 54% of the workforce for equipment operators. The previous goal of maintaining adequate minority and female representation was achieved in this particular category.

4. Laborer

Three males are employed in this category. As the need arises and an opening is created, they will all be given the opportunity to compete for the Craftsman category. Minorities make up 33% of this category. The goal was to introduce females to this classification and increase the female representation to 33%. This goal was not achieved due to job opportunities not materializing.

5. Clerical

Minorities and females are well represented in this category. Females make up 79% of the workforce in this category while minorities make up 71% of the workforce. The previous goal of maintaining adequate minority and female representation was achieved in this particular category.

A summary of goals and timetables for Wave Transit and First Transit/Transit Management of Wilmington are indicated in the following table:

Dept. Job Title or Number	FUTURE PERIOD									NUMERIC GOALS FOR PROGRAM YEAR										% RATE OF ADDITION									
	ANTICIPATED JOB OPENING BY:			JOB OPENINGS TO BE FILLED BY:						NEW HIRE			PROMOTIONS			Total Added													
	ATTR	EXPS	TOT	REC	TRAN	PRO	NEW HIRE	TOT	TOT			TOT																	
									M	F	MIN	M	F	MIN					MIN			FEM	MIN	FEM					
Executive Senior Level officials and managers - ()	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
First/Mid Level Officials and Managers ()	0	2	2	0	0	0	2	2	0	1	1	0	0	0	1	1	50.0%	50.0%	0.0%	0.0%	29.0%	14.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Professionals ()	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Technicians ()	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Sales Workers ()	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Administrative Support Workers ()	3	0	3	0	0	0	3	3	3	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Craft Workers ()	2	0	2	0	0	2	0	2	0	0	0	0	1	1	1	1	50.0%	50.0%	0.0%	0.0%	25.0%	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	
Operatives ()	15	0	15	0	0	5	10	15	6	3	1	2	1	2	3	4	3.4%	6.9%	1.0%	2.0%	1.0%	2.0%	1.0%	1.0%	0.0%	0.0%	0.0%	0.0%	
Laborers ()	0	1	1	0	0	0	1	1	0	1	0	0	0	0	0	1	0.0%	100.0%	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Service Workers ()	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	na	na	na	na	na	na	na	na	na	na	

D. EMPLOYMENT PRACTICES

Wave Transit and First Transit/Transit Management of Wilmington have encountered difficulty in attracting qualified female and minority applicants in particular job classifications identified above. In many cases, applicants are referred by employees, employment agencies, minority groups and female organizations. Any underutilization on the workforce is caused by extreme low availability in the MSA or lack of employee turnover in a particular classification. Wave Transit, under this EEO program, has identified underutilization of targeted protective groups and will strive to increase the representation of those targeted protective groups. This shall be accomplished through supervisory training and minority recruitment and through the assistance and programs of Wave Transit's Office of Human Resources.

Monitoring and Reporting

Wave Transit has developed an internal and workable monitoring system which measures the effectiveness of its EEO policy in accordance with FTA regulations. The elements of the monitoring system are as follows:

1. Updates of EEO information and review of goals will be provided Wave Transit's EEO Officer on a quarterly basis. Wave Transit views the activities that are listed below as critical to the success of its EEO program:
 - Wave Transit will continue to monitor records of applicants flow, referrals, placements, rejected offers, training, transfers, promotions, terminations and any layoffs or recalls to ensure that the organization's non-discriminatory policy is carried out. Wave Transit's EEO policies and procedures will be reviewed and revised in accordance with FTA Circular 4704.1.
 - Wave Transit recognizes its responsibility to affirmative action and is committed to fulfilling this responsibility by complying with all government regulations and laws pertaining to EEO. As part of this commitment, management will be kept abreast of developments in the AA area. The primary vehicle for communication with management will be through quarterly reporting.
 - Progress on Wave Transit's EEO/AA policies and program will be discussed at supervisor meetings and relevant information will be communicated to both Wave Transit and Transit Management of Wilmington employees during regular departmental meetings as appropriate.
 - The EEO Officer will periodically report information in relation to Wave Transit's EEO program and progress to Wave Transit's Executive Director on a quarterly basis. The EEO Officer will oversee the effectiveness of Wave Transit's EEO program and submit annual recommendations for improvements. The EEO program will be examined every three (3) years in accordance with FTA Circular 4704.1.
2. Monitoring of Sub-Contractor. Wave Transit will require each of its sub-contractors to prepare and share their prospective EEO plans. The sub-contractor EEO plans are designated to be effective for approximately the same period of Wave Transit's EEO program, every three (3) years in accordance with FTA Circular 4704.1.
3. Mechanisms for tracking EEO Complaints. Wave Transit or First Transit/Transit Management of Wilmington have not had a case of any discrimination alleged or brought forth. Wave Transit is committed to equal opportunity and equity; therefore, Wave Transit complies with the provisions of Title VII of the Civil Rights Act of 1964. These mandates state that no person, on the grounds of race, color, creed, national origin, sex, age or disability, may be excluded from, be denied the benefits of, or be subjected to discrimination.

Wave Transit is committed to enforcing civil rights provisions and protecting the rights and opportunities of all persons, employees and others associated with the organization of affected by its programs. Any person(s) who feel they have been discriminated against based on the criteria indicated in the above mandate, is encouraged to pursue the complaint procedures outlined in Section IV (J) noted above. The EEO/AA Officer is responsible for tracking EEO complaints brought forth by individual(s) and/or manager(s) and maintaining appropriate records pertaining to EEO complaints. All EEO complaints will be reported in accordance with federal regulations. Additionally, all EEO complaints will be brought forth to Wave Transit's Executive Director by the EEO Officer for review.

APPENDIX A: Job Description of EEO/AA Officer



Cape Fear Public Transportation Authority Director of Planning & Development JOB DESCRIPTION

POSITION TITLE: Director of Planning & Development

JOB SUMMARY: Serves as chief planning and development officer and acts as community liaison for the authority.

WORK SCHEDULE:

- Forty (40) hour work week, typically 8:00 am until 5:00 pm Monday through Friday including one (1) hour lunch period.
- Must be available during disaster and emergency events.

REPORTS TO: Executive Director

DESCRIPTION OF DUTIES/RESPONSIBILITIES:

- Prepares short and long range planning functions in accordance with budget guidelines and adopted plans.
- Serve as authority representative to the community providing outreach and education of public transportation.
- Performs fixed route scheduling and service analysis.
- Performs paratransit scheduling analysis.
- Prepares applications and reports as required.
- As directed, assists in the preparation and reporting of grant activities including transportation improvement program, grant reporting and compliance.
- Manages and implements all marketing efforts on behalf of the authority.
- Serves as staff liaison to authority planning committee.
- Serves as authority Civil Rights Officer.

- Serves as authority Americans with Disabilities Act (ADA) compliance officer.
- Serves as Transportation Demand Management (TDM) Coordinator for vanpool, carpool and alternative transportation initiatives.
- As directed, serves in the absence of Executive Director or other director level employees.
- Oversees all complaints including resolution and disposition.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor degree in planning, engineering, transportation, management, public administration, political science or related field from an accredited institute.
- Master of Planning or Public Administration highly desirable.
- Four (4) to seven (7) years verifiable employment as a senior administrator in public transportation required.
- Certification in Geographical Information System (GIS) highly desirable.
- American Institute of Certified Planners (AICP) or professional engineer (PE) designation desirable.
- Must possess valid North Carolina Driver License.
- Pre-employment background check and drug screen required.
- Applicant must possess excellent verbal and written skills and communicate in a public speaking environment
- Applicant must be consensus builder.

SKILLS REQUIRED:

- Computer literate with a working knowledge of word processing, spreadsheet, accounting software.

PHYSICAL REQUIREMENTS:

- Typically requires talking, hearing, seeing, and repetitive motions including keyboard entries.
- Sedentary to light work: Exerting up to 10-20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.
- May be subject to overnight travel.

SPECIAL REQUIREMENTS: May be required to assist in performing other administrative duties and/or operational tasks.

STATUS: FSLA Exempt

REVISION DATE: 06/25/2012

APPENDIX B: Employment Application for Wave Transit



Cape Fear Public Transportation Authority Application for Employment

Please PRINT or TYPE all information

Name _____ Date _____

Address _____ Apt. No. _____

City _____ State _____ Zip Code _____

Home Telephone _____ Cell Phone _____

E-Mail Address _____

For what position are you applying? _____

How did you become aware of this opening? _____

Type of employment desired? ☐ Full time ☐ Part Time ☐ Temporary/Seasonal

Please indicate your shift availability: ☐ Day ☐ Evening ☐ Night ☐ Weekend ☐ Holiday

Date available to start work: _____ Desired rate of pay: _____ per _____

Have you ever applied to or previously worked for WAVE TRANSIT? ☐ Yes ☐ No

If yes, list location(s) and date(s): _____

Do you have any friends or relatives currently working for WAVE Transit? ☐ Yes ☐ No

If yes, state the individual's name and relationship to you: _____

Can you provide original documentation of your identity & eligibility to work in the U.S.? ☐ Yes ☐ No

Have you ever been convicted of a felony/misdemeanor crime? ☐ Yes ☐ No

If yes, please explain: _____

* Note: An applicant will not be denied employment based solely on the grounds of a conviction for a criminal offense. The type of offense, the date and the relevance of the criminal conviction to the position applied for may be considered in the employment decision.

If you have been at your current address less than 3 years, please list all of your addresses for the past three years.

Address _____ Apt. No. _____

City _____ State _____ Zip Code _____

Address _____ Apt. No. _____

City _____ State _____ Zip Code _____

EDUCATION

High School	Graduated	Name of School and Address	Type of Degree
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University	Graduated		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate or Professional School	Graduated		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Trade/Business or Driving School	Graduated		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT RECORD

PLEASE FULLY COMPLETE ALL SECTIONS

I understand consideration for employment with WAVE TRANSIT will be contingent upon the results of reference and criminal background checks. I authorize WAVE TRANSIT to investigate all information I provide on this application for employment, including previous employment, experience and educational credentials. I also give WAVE TRANSIT my permission to contact my former employer(s), all listed references or any other person who can verify the information I provide on this application. I release my current/former employer(s) and any other persons contacted from any liability for releasing information to WAVE TRANSIT.

Signature _____ Date _____

PLEASE COMPLETELY LIST ALL PRIOR EMPLOYMENT DURING THE PAST 10 YEARS, EVEN IF YOU ARE SUBMITTING A RESUME. BEGIN WITH THE CURRENT OR MOST RECENT EMPLOYER AND INCLUDE ANY MILITARY SERVICE AND PERIODS OF UNEMPLOYMENT.

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Period of Employment		Name/Title of Supervisor
	To mm/yy	From mm/yy	
Street Address:			Phone Number (w/ area code)
City, State, Zip:			Starting Hourly Rate/Salary
Reason for Leaving:			Ending Hourly Rate/Salary
Title/Duties:			

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Period of Employment		Name/Title of Supervisor
	To mm/yy	From mm/yy	
Street Address:			Phone Number (w/ area code)
City, State, Zip:			Starting Hourly Rate/Salary
Reason for Leaving:			Ending Hourly Rate/Salary
Title/Duties:			

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Period of Employment		Name/Title of Supervisor
	To mm/yy	From mm/yy	
Street Address:			Phone Number (w/ area code)
City, State, Zip:			Starting Hourly Rate/Salary
Reason for Leaving:			Ending Hourly Rate/Salary
Title/Duties:			

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Period of Employment		Name/Title of Supervisor
	To mm/yy	From mm/yy	
Street Address:			Phone Number (w/ area code)
City, State, Zip:			Starting Hourly Rate/Salary
Reason for Leaving:			Ending Hourly Rate/Salary
Title/Duties:			

Please complete Driver License and Accident Record sections **ONLY** if you are applying for a safety sensitive position.

DRIVER LICENSE INFORMATION

Do you hold a valid driver's license in this state? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold a valid commercial driver's license (CDL) in this state? <input type="checkbox"/> Yes <input type="checkbox"/> No
Unexpired License Number: _____ State: _____ Expiration Date: _____
Class: _____ Endorsements: _____ Date of Birth (MM/DD/YY): _____
List all states where you have held a driver's license in the past 10 years: _____
Have you ever been denied a license or permit to operate a motor vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has your license or permit ever been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to either question, please explain: _____

Were you subject to the Federal Motor Carrier Safety Regulations (FMCSR) while employed? <input type="checkbox"/> Yes <input type="checkbox"/> No

Accident & Traffic Violation Record for the Past Three (3) Years

List all vehicular accidents in which you have been involved as a driver during the past three (3) years.

Date	Description	Location

In addition to any traffic accidents listed on your application, please supply any additional traffic violations in the past three years.

Date	Description	Location

All of the information listed on this document and the WAVE TRANSIT application are true and fully correct to the best of my knowledge. I also certify that no denial, revocation, or suspension of any license, permit, or privilege to operate a motor vehicle that has been issued has occurred. If any denial, revocation, or suspension of any license, permit, or privilege to operate a motor vehicle has been issued please describe in detail the circumstances and facts of the event.

Signature _____ Date _____

Please read each paragraph below. If you do not understand any part of the information included in each paragraph, please ask the interviewer before signing.

All employees of WAVE TRANSIT are required to adhere to the WAVE TRANSIT Drug and Alcohol Policy. The information provided below is intended to be a brief summary of this policy and is not inclusive. Our complete policy is available for review upon request in our Human Resources Department.

WAVE TRANSIT maintains a Drug and Alcohol free workplace and requires a drug-screening test as a requirement for employment. If I do not complete the pre-employment drug and alcohol test after being extended an offer of employment or if I test positive, refuse to test or submit an adulterated specimen, I understand I will not be considered for employment.

I will be required to submit to random, post-accident and reasonable suspicion drug and alcohol testing during the course of my employment. Testing positive, refusing to test within the designated time period or submitting an adulterated specimen for a random, reasonable suspicion or post-accident drug and alcohol screening during my employment will be considered grounds for termination.

It is understood that the laboratories, facilities, physicians, nurses and technicians contracted by WAVE TRANSIT will collect the necessary specimens for the purpose of determining the presence or absence of controlled substances. This information will only be disclosed to the appropriate WAVE TRANSIT Managers. WAVE TRANSIT is responsible for maintaining the confidentiality of all testing results.

I understand that WAVE TRANSIT abides by an employment-at-will policy except where there is a collective bargaining agreement in effect. In such circumstances, the terms of the collective bargaining contract take precedence. However, for employees not covered by a collective bargaining agreement the following terms apply: Either the company or the employee may terminate the employment relationship at any time, for any reason, with or without notice. Additionally, nothing contained in this employment application or anything conveyed during an interview, is intended to create an employment contract, implicit or implied. I also understand and agree that any future changes in my titles, duties, compensation, working conditions, benefits or company policies and procedures will not alter this at-will agreement.

If I am applying for a position as a CDL or non-CDL driver, I am required to possess a current and valid driver's license and I agree to provide WAVE TRANSIT with a certified copy of my driving record. I also understand that any offer of employment is contingent upon my ability to be covered by the Company's vehicle insurance policy.

Voluntary Affirmative Action Record

Applicants for employment by the Cape Fear Public Transportation Authority are considered for all positions, and employees are treated equally during employment without regard to race, color, religion, sex, national origin, age (40+), marital or veteran status, sexual orientation, or disability.

As an equal employment opportunity and affirmative action employer, the Cape Fear Public Transportation Authority must comply with certain statistical record-keeping and reporting requirements. This information is used solely for reporting and will be kept in a separate confidential file separate from your application for employment.

Please print:

Date: _____ **Position Applied For:** _____

Name: _____ **Phone #:** _____

Address: _____

Referral Source: **Advertisement** _____ **Friend** _____ **Walk-In** _____
 Employment Agency _____ **Other** _____

Sex: **Male** _____ **Female** _____

Race/Ethnic Group: **White** _____ **Black or African American** _____
 Hispanic/Latino _____ **American Indian/Alaskan Native** _____
 Asian _____ **Two or more races** _____
 Native Hawaiian or Other Pacific Islander _____

Definitions

White- (Not of Hispanic Origin)-All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American- (Not of Hispanic Origin)-All persons having origins in any of the Black racial groups of Africa.

Hispanic/Latino- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian- All person having origins in any of the` original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

APPENDIX B: Employment Application for Transit Management

APPLICATION FOR EMPLOYMENT SAFETY SENSITIVE POSITIONS*

Note to Applicant: Please advise us in advance if you require an accommodation to complete this application.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We are an Equal Employment Opportunity employer. We do not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

As a matter of policy and for the safety of the communities we serve, background checking standards are consistently applied to all applicants. It is essential that all information requested, including educational background, work, criminal (as permitted by law) and residential history, be complete and accurate.

Instructions: Please type or print in black or blue ink. Answer all questions, checking all boxes that apply. Answer “none” on questions that do not apply. Additional forms are available for each section, if needed.

GENERAL INFORMATION					
Last Name	First	Middle	Date of Birth: / / <small>required by FMCSR Part 391.21 (b) (2)</small>		
Present Address: Street		City	County	State	Zip
How long? (mo/ yr)					
Telephone Number and Area Code: Primary () Secondary ()			Email address:		If hired, can you present evidence of your legal right to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No
List any other names that you have used in the past 10 years					
Name Used	City	County	State	From / To	
List all addresses for the past 10 years					
Street	City	County	State	Zip	How long? (mo/yr)
Date: / /					

Have you ever been fired or asked to resign by an employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain:	
What position are you applying for?	Minimum salary / wage requirement:	Social Security Number: - - <small>required by FMCSR Part 391.21 (b) (2)</small>

How were you referred to our company?	<input type="checkbox"/> Banner <input type="checkbox"/> Flyer <input type="checkbox"/> Print Ad <input type="checkbox"/> On-line Ad <input type="checkbox"/> Radio/TV Ad <input type="checkbox"/> State Employment Agency <input type="checkbox"/> Job Fair <input type="checkbox"/> Community Organization <input type="checkbox"/> Employee referral-Name: <input type="checkbox"/> Other		
Have you ever worked for our company? Yes <input type="checkbox"/> No	In what position?		When?
If hired, what date are you available to start work? / /	Are you applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Are you able to work: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends

***For all positions that will be driving a revenue vehicle, or where a**

EDUCATIONAL BACKGROUND				
	Name and location of school or college	Circle highest grade completed	Did you graduate?	What was your degree and major?
Elementary and Junior High / Middle School		1 2 3 4 5 6 7 8		
High School and/or G.E.D.		9 10 11 12	Yes No	
College		1 2 3 4	Yes No	Degree _____ Major _____
Trade, Business, Correspondence or Graduate School		Degree / Certificate earned:	Yes No	Degree _____ Major _____
List any other training or educational programs of note:				
List any academic honors or other special recognition you have received:				
List any extracurricular activities and school offices of note:				

CDL is required

Note: A pre-employment drug test is required for employment

Employer name:	Dates employed (mo/yr):		Salary / pay rate:	
	From: /	To: /	Beginning:	Ending:
Employer address:		Employer phone #:	Supervisor's name & title:	
Position(s) held:		Briefly explain your job duties & responsibilities including supervisory experience:		

May we contact this employer?		Reason for leaving:	
Yes No			
Was this position covered under the Federal Motor Carrier Safety Regulations (FMCSR)?		Yes No	
Employer name:	Dates employed (mo/yr):	Salary / pay rate:	
	From: / To: /	Beginning:	Ending:
Employer address:	Employer phone #:	Supervisor's name & title:	
Position(s) held:	Briefly explain your job duties & responsibilities including supervisory experience:		
May we contact this employer?		Reason for leaving:	
Yes No			
Was this position covered under the Federal Motor Carrier Safety Regulations (FMCSR)?		Yes No	
Employer name:	Dates employed (mo/yr):	Salary / pay rate:	
	From: / To: /	Beginning:	Ending:
Employer address:	Employer phone #:	Supervisor's name & title:	
Position(s) held:	Briefly explain your job duties & responsibilities including supervisory experience:		
May we contact this employer?		Reason for leaving:	
Yes No			
Was this position covered under the Federal Motor Carrier Safety Regulations (FMCSR)?		Yes No	

IDENTIFY AND EXPLAIN ANY EMPLOYMENT GAPS, OR PERIODS OF UNEMPLOYMENT OF 30 DAYS OR LONGER		
Dates:		Reason:
From:	To:	

CRIMINAL HISTORY

We strive to provide a safe environment for our employees, the community, and the patrons we transport. For these reasons, all applicants must provide a complete adult criminal conviction record *subject to federal and state mandated restrictions*. This includes any conviction and/or criminal charge where the final disposition is still

pending. Please note that a criminal conviction history will not necessarily disqualify an applicant from employment. Factors such as age, seriousness and nature of the violation as it relates to the applicable position shall be considered.

Massachusetts & City of Philadelphia Applicants: DO NOT COMPLETE THE "CRIMINAL HISTORY PORTION OF THIS APPLICATION.

Date of conviction or pending charge MM / YYYY	Location of conviction or pending charge City, State	Name of court
/		
Mark appropriate box		
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/> Pending Charge		
Nature of conviction or pending charge		
Date of conviction or pending charge MM / YYYY	Location of conviction or pending charge City, State	Name of court
/		
Mark appropriate box		
Misdemeanor Felony Pending Charge		
Nature of conviction or pending charge		
Date of conviction or pending charge MM / YYYY	Location of conviction or pending charge City, State	Name of court
/		
Mark appropriate box		
Nature of conviction or pending charge		

DRIVING EXPERIENCE					
	Class of equipment	Type of equipment (van, tank, flat, etc.)	Dates		Approximate total number of miles
			From	To	
Straight Truck					
Auto or Van					
Bus					
Other _____					
List all states where you have held a CDL in the last five years:					
List special driving courses or training you have received:					
What driving awards have you received? From whom?					
Have you had experience supervising children or vulnerable adults? Explain:					
Have you ever driven a bus? ✚ Yes ✚ No		If yes, for what company or school district?		Dates:	Salary / pay rate:
Misdemeanor Felony Pending Charge					

LICENSE INFORMATION			
State	License #	Type	Expiration date

How many years of driving experience do you have?	Less than 3 years	3 years or more
---	-------------------	-----------------

TRAFFIC CITATIONS / CONVICTIONS & FORFEITURES FOR THE PAST 3 YEARS (other than parking violations)			
Location	Date	Charge	Penalty

TECHNICIAN / MECHANIC APPLICANTS ONLY			
Type of experience	Length of experience	Type of experience	Length of experience
Engine tune-up; Diesel		Air Brakes / Steering	
Engine tune-up; Gas		Brakes / Steering	
Electrical Systems		Lubrication	
Clutch & Transmission-Truck		Tire repair	
Inspection License Class		Do you own your own shop tools?	Yes No
List current ASE's:			
Describe your diagnostic experience:			
List any other skills which are relevant to the position you seek:			

ADDITIONAL QUALIFICATIONS

Briefly summarize any additional qualifications you believe are important

APPLICANT'S STATEMENT AND RELEASE

I certify that all statements made on this Application for Employment and in any subsequently executed questionnaire or employment document are true and correct. I understand that any material falsifications or omissions made on this application, or on any pre-employment document, may result in termination of my candidacy or any subsequent employment.

I authorize the Company and its representatives to conduct background evaluations and obtain information including but not limited to, criminal history checks from federal, state or local authorities, the Department of Transportation (DOT) and/or the Federal Transportation Administration (FTA).

I hereby expressly authorize such inquiries and fully release and discharge the Company and consumer reporting agency, their respective affiliates, subsidiaries, directors, officers, employees, agents and attorneys thereof, and each of them, and any individual, organization, entity, agency, or other source providing information to a consumer reporting agency from all claims and damages arising out of or relating to any investigation of my background for employment purposes. This release is valid for all federal, state, county and local agencies, authorities, previous employers, military services and educational institutions.

I acknowledge that any offer of employment is conditioned upon my taking a drug screen and the Company's receipt of satisfactory results of such a test and receipt of satisfactory background checks and, if necessary to determine ability to perform essential duties of the position offered, the satisfactory results of physical examination.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Applicant Name:		Date:	
Applicant Signature:			