



## RECRUITMENT

# First Transit

East Hartford, CT

**F/T Bus Drivers (Job ID #573817)**

**F/T Trip Edit/Fare Reservationist (Job ID #646019)**

**P/T Reservationist (Job ID #575345)**

**Monday, September 13, 2021**

**1:00PM – 4:00PM**

**Hartford American Job Center**

**3580 Main Street, Hartford CT**

### **JOB INFORMATION AND REQUIREMENTS**

First Transit Drivers provide transportation within our local communities. Each day our drivers transport individuals who rely on our service to doctors' appointments, work, grocery stores, and much, much more! As Bus Driver, you would provide our clients with the freedom and independence of reliable, safe transportation. If you love helping people and driving - come work for us!

**We are proud to offer these great benefits to our drivers:**

- *Earn up to \$850 per week or more.*
- *\$2,000.00 Sign On/Retention Bonus for qualified drivers \* (conditions apply)*
- *Reimbursement for fingerprinting and passenger endorsement*
- *Attractive benefits package, including 401(k) with company contribution, medical, dental and vision*
- *Paid PTO/Vacation*
- *Cutting Edge Paid Training*
- *Year-round work*

**Bus Drivers - Job Order #573817: Positions available in East Hartford, CT.**

**Bus Drivers Essential Requirements:**

- ✓ **Have good verbal communication skills**
- ✓ **Are at least 21 years old**
- ✓ **A valid Class D driver's license is required - must possess or have the ability to obtain F, A, or V endorsement**

- ✓ **CDL with PS, PF, PA or PV also acceptable**
- ✓ **Have held a valid driver's license for at least 3 years**

**Trip Edit/Fare Reservationist - Job Order # 646019: Positions available in East Hartford, CT.**

**Essential Duties and Responsibilities:**

- **Verification of a variety of different input sources, primarily the Driver Manifests.**
- **Use of Trapeze and Info Manager systems showing the proper knowledge of reconciliation policy and procedures and the use all features of the system and the reports to complete daily reconciliation of all driver manifests.**
- **Reconciliation of driver manifests and Trapeze tours to account for all hours on tour and assure that hours tracked for billing are accurate and not over/understated.**
- **Computer experience with Excel; Experience with ten key entry; Good organizational skills; Maintain accurate records; Knowledge of the service area; Ability to adapt to change and have an excellent attendance and work record.**
- **Ability to work under deadline, pressure, and challenges daily, must have problem solving skills**
- **Work schedules will include Saturdays and Sundays and include holidays in accordance with business needs.**
- **Must have the ability to climb, stand, walk, stoop, kneel, crouch or crawl when required. Must have good visual ability in order to complete tasks**
- **Ability to be multitasking between different systems and maintain exceptional judgment and discretion regarding sensitive matters.**
- **Assisting with fare counts and deposits**

**Reservationist - Job Order # 575345: Positions available in East Hartford, CT.**

**First Transit is looking for PT Reservationist in East Hartford, CT to intercept pre-qualified customer calls and schedule transportation. We are seeking friendly, customer service-oriented people who are dedicated to safety and customer care to make reservations for our disable and elderly customers for The Greater Hartford Transit District. If you are helpful, friendly, and safety-conscious with a customer service background, we have the right career path for you!**

**We are proud to offer these great benefits to our P/T Reservationist:**

- **\$14/HR**
- **Paid Training**
- **Part time hours will be 23-32 hours a week.**
- **20 hours of paid ongoing training throughout career guaranteed!**
- **Tremendous career advancement opportunities due to a strong presence across North America**
- **A great work environment**

## INTERVIEW PREPARATION INSTRUCTIONS

❖ Bring Résumé or Outline of Work Experience	❖ Must be at least 18 years of age
❖ Pass a criminal background check	❖ Must be able to pass a drug test, where applicable

For more information visit [www.CTHires.com](http://www.CTHires.com). Click on **Find a Job** then the **Job Number Search** tab. Enter the Job Order Number then click **Search**. (See above for Job ID#'s)

If you are interested in attending this recruitment event, you **MUST** be a registered user of CTHires to participate in this event. If you are not registered, please visit [www.CTHires.com](http://www.CTHires.com) to register as an Individual prior to the event.

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