



INFORMATION FOR ALL TRANSDEV EMPLOYEES AT YRT'S SOUTHWEST DIVISION

Welcome Onboard!

TOK Transit has been awarded the contract for YRT's new West-North Transit Division. We hope you are as excited as we are about this new chapter in YRT's growth. TOK is committed to providing employment opportunities to all existing Transdev employees and will give **first preference** to those meeting our criteria. We want you to feel confident about our future together and have put this Fact Sheet together to help answer some of your questions.

1 Recruitment Process:

- As a first step, refer to our website (www.tokgroup.com), or pick up an application at our Head Office located at 221 Caldari Road in Concord.
- Please provide a Driver's Abstract with your application.
- Applications should be mailed or delivered to our Head Office at 221 Caldari Road, Concord, Ontario L4K 3Z9, or sent by email to careers@tokgroup.com.
- When we have reviewed your application we will contact you (by telephone and email) for a follow-up interview.
- Letters of Employment will be provided to all successful candidates by December 31st, 2020.

2 TOK Familiarization & Orientation Training:

- In order to help prepare you as TOK Transit Ambassadors, a Training Plan will start in the New Year and run from January 4 to February 21.
- You must make yourself available and successfully complete our 16 hour Training Program which is a combination of 12 hours in class, including AODA and 4 hours behind-the-wheel route training.
- To assist you this training is being planned for times outside of your regular working hours; on a pre-scheduled Off Day, or during Vacation.
- To ensure that ongoing operations are not impacted, class attendance records will be shared with Transdev. Anyone booking off their regular scheduled work to attend this training will have their offer of employment withdrawn.

3 We are committed to supporting your continued employment and your seniority:

- The United Food & Commercial Workers (UFCW) Local 1006A is the sole and exclusive bargaining agent for all transit operators employed by TOK in the Province of Ontario.
- Membership in this Union is required for all transit operators and Union representatives will be providing additional information about the Union.
- Your current position in seniority for the purposes of Board Period Sign-Ups and Annual Vacation Sign-Up will be protected.
- A full copy of our current Collective Agreement with the UFCW and our company Employee Handbook will be provided to you with your Job Offer Letter.

4 Employee Compensation and Benefits Package:

- TOK offers a comprehensive and competitive compensation and benefits package.
- The attached schedule shows the current bus operator pay scale.
- Full Time Transit Operators will be eligible for 30 hours of sick pay at full rate per calendar year (which will be pro-rated in 2021).
- Other employee benefits include:
 - o Life Insurance (2 x annual income to a maximum of \$100,000)
 - o Accidental Death and Dismemberment (2 x Life Insurance)
 - o Long Term Disability (coverage for up to 5 years)
 - o Dental (90% of the cost of claims paid by insurance according to dental fee guide)
 - o Health (100% cost of prescription drugs paid by insurance less dispensing fee)
 - o Vision Care (reimbursement of prescriptions up to \$300 every 2 years)
 - o Semi-Private Hospital (100% cost paid by Insurance)

5 What can I expect next?

- We are committed to ensuring a continuity of services during the transition and start-up.
- Your Job Offer will be contingent on making yourself available for your scheduled work through to the end of contract with Transdev. You must work your last scheduled shift with Transdev through to August 1, 2021.
- **Who can you talk to?** We are expecting to be on-site at 8300 Keele Street effective July 26. In the meantime, if you have any questions, feel free to email us at careers@tokgroup.com.

We look forward to working with you to make this transition seamless to the travelling public, and stress-free for employees.