



January 11, 2021

NOTIFICATION OF INCUMBENT TRAINING FOR ALL TRANSDEV EMPLOYEES

Effective immediately, we will be scheduling all employees who have accepted offers of employment with TOK, for Incumbent Training. You can expect to receive a phone call (or email) from us shortly. All Bus Operators, Supervisors and Mechanics will receive 2 days of training. All Office Staff, Parts and Farebox Personal will receive 1 day of training.

Each training session is 8 hours from 08:30 to 12:30 and 13:00 to 17:00. Due to COVID restrictions, a maximum of 9 Trainees are permitted per session for Day 1 and 8 Trainees are permitted per session for Day 2.

Day 1 training will begin January 25 and end on February 28 every day.

Day 2 training will begin for Bus Operators on March 1 and end on March 30 every day. Day 2 training for Supervisors will begin on April 10 and end on April 14. Day 2 training for Mechanics will begin on April 17 and end on April 21.

As a reminder, this training should be scheduled on your scheduled off day, or outside of your regular scheduled work hours with Transdev.

Everyone is required to complete this mandatory training in preparation for the start-up of services at the West Facility on August 2, 2021.

We encourage you to book your training day as early as possible.

Thank you.