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## Help Metro Find Good Bus Operators – and Make Some \$\$\$

- Agency needs almost 300 operators and will pay cash awards for recruiting successful candidates

By BILL HEARD, Editor

(Sept. 7, 2006) Want to help out Metro...and maybe make a little cash for your effort? Here's your chance.

Metro needs to fill almost 300 bus operator vacancies. Under the New Employee Referral Program, the agency is offering \$300 to any full- or part-time employee who recruits a successful external job candidate for the position.

That means the bus operator candidate – a new referral, not a current or ex-employee – has to complete six weeks of bus operator training and make it through the 150-day probationary period.

The employee referring the candidate will be paid \$150 at the end of the candidate's successful training period and another \$150 when the new operator completes probation.

So, how do you refer a potential bus operator candidate? Here's a probable scenario:

You meet a man or woman you think would make a good bus operator. Metro is looking for candidates who are at least 21 years old, have had a valid driver's license for a minimum of two years and have a satisfactory driving record.

The candidate also should be able to speak, read and write English and have at least six months of experience working with the public.

### Invite the candidate to Metro

If you work at Gateway, consider inviting the candidate to meet you at Metro Headquarters to complete the paperwork. You escort the candidate to the Employment Office on the Plaza, where the candidate asks for a job application and you ask for the "New Employee Referral Form – Bus Operations."

When you and the candidate have completed the forms – and the candidate's information and signature is on both forms – they are attached and handed in to the Employment Office for processing.

For employees who work at bus divisions, it probably will work better if the employee completes the referral form and gives it to the candidate either in person or by FAX to attach to the job application form. Headquarters employees also may prefer to use this method.

The application and referral process also may be handled electronically. The MTA Job Application Form can be found by going to the Human Resources web page and clicking on Forms, Etc., then finding the form in the alphabetical listing.

If the process is done electronically, the New Employee Referral Form you sign must be submitted via interoffice mail within a week after the candidate submits the job application or it will be disqualified for the cash award.

Falsification of the candidate's signature also will disqualify the application.

For more information about the New Employee Referral program, contact Jeannette Bell at 922-7134. The Employment Office also has copies of a bus operator recruiting pamphlet, entitled "America's best offers you the best. Drive a Metro Bus," that describes the pay and benefits available to bus operators.