



TRANSIT MANAGEMENT OF MONTGOMERY  
EQUAL EMPLOYMENT OPPORTUNITY

PROGRAM UPDATE FISCAL YEAR 2021

## STATEMENT OF POLICY

Transit Management of Montgomery's Civil Rights (Attachment A-1) and Sexual Harassment (Attachment A-2) Policy Statement are attached. The following are included in the policy:

1. No practice, activity, policy, or decision which discriminates against an individual or group on the basis of race, color, age, handicap, religion, sex, or national origin shall be allowed to stand.
2. Affirmative action will be taken to identify the areas where minorities and women are under utilized (including goals and timetables).
3. To ensure that these policies and practices are carried out, Cody Calhoun is designated as the Civil Rights Officer. If any employee feels that he/she has been discriminated against, he/she may file a complaint with Mr. Cody Calhoun, either orally or in writing.
4. Applicants and employees have the right to file complaints alleging discrimination.
5. Performance of managers, supervisors, etc will be evaluated on the success of the EEO program the same way as their performance on other agency's goals.
6. Statement that successful achievement of EEO goals will provide benefits through fuller utilization and development of previously underutilized human resources.

## DISSEMINATION

1. Internal – Managers and supervisors are fully informed of the policy. Staff meetings are held (at a minimum semi-annually) to discuss the policy. The policy was copied and distributed to each and every employee and new hires. The policy is posted in conspicuous and accessible locations.

2. External - TMM provides for the external communication of Civil Rights policies through proper notification to various recruitment sources and other interested parties. TMM communicates its commitment to recruiting and hiring qualified female, minority, and disabled candidates through various publications and media channels.

TMM advertises available positions in general and minority publications in order to attract additional minority applicants. All employment advertising placed by TMM contains the phrase "An Equal Opportunity Employer."

The dissemination policy and practices are in Attachment A-3.

## **DESIGNATION OF PERSONAL RESPONSIBILITY**

The current organization chart is included. The Civil Rights Officer, currently Cody Calhoun answers directly to Samuel C. Tensley, General Manger. The program is monitored on a continual basis. The organization chart is in Attachment A-4.

## **UTILIZATION ANALYSIS**

A complete analysis of the relevant labor force and of current TMM employee utilization is attached with (Attachment A-5) and (Attachment A-6)

## **GOALS AND TIMETABLES**

Goals are stated in the Utilization Analysis

## **ASSESSMENT OF EMPLOYMENT PRACTICES TO IDENTIFY CAUSES OF UNDERUTILIZATION: AFFIRMATIVE ACTION TO REMEMDY PROBLEM AREAS**

Underutilization was found for female diesel mechanics only. Employment practices were assessed to see if they contributed to barriers to employment. Employment barriers were not found. The underutilization appears to stem from a low number of qualified female applicants.

TMM will work with local trade schools, job banks, etc. to find qualified female mechanics when an opening occurs.

Attached are the employment policies and practices of TMM (Attachment A-6)

## **MONITORING AND REPORTING SYSTEM**

Data are collected and monitored quarterly, and they are then reviewed by the General Manager.

### List of Attachments:

Attachment A-1	Transit Management of Montgomery Civil Rights Policy
Attachment A-2	Transit Management of Montgomery Sexual Harassment Policy
Attachment A-3	Transit Management of Montgomery Dissemination Policy and Practice
Attachment A-4	Transit Management of Montgomery Employment Policies and Practices
Attachment A-5	Utilization Analysis
Attachment A-6	Workforce Analysis
Attachment A-7	Transit Management of Montgomery Organization Chart
Attachment A-8	Daily Applicant Flow Log
Attachment A-9	Employment Applications
Attachment A-10	Labor Union Contract October 1, 2022 to September 30. 2025
Attachment A-11	Transit Management of Montgomery Performance Code

**TRANSIT MANAGEMENT OF MONTGOMERY  
CIVIL RIGHTS POLICY STATEMENT**

It shall be the policy of Transit Management of Montgomery (TMM) to provide equal opportunity to all applicants for employment and to administer all personnel practices such as recruiting, hiring, training, promotions, transfers, and other terms, conditions, and privileges of employment in a manner which does not discriminate on the basis of race, color, age, handicap, religion, sex or national origin. Furthermore, no practice, activity, policy, or decision which discriminates against an individual or group on the basis of race, color, age, handicap, religion, sex, or national origin shall be allowed to stand under the following provisions.

1. Affirmative action will be taken to identify the areas where minorities and women are underutilized, if any, and a vigorous effort will be made to correct any employment imbalances. All decisions with regard to recruitment, hiring, promotion, training, compensation, and termination will be made in a manner that will further the principles of equal employment for all.
2. Goals will be established in all categories of employment to achieve a balance that reflects the availability of minorities and women in the Montgomery area labor market. The purpose of this commitment to goals is to meet the equal opportunity clause of the City of Montgomery's grant contract with the Federal Transit Administration. This commitment is not intended and shall not be used to discriminate against any qualified applicant or employee.
3. Sexual harassment is a form of sex discrimination. The courts and the EEOC define it as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
  - Submission is made explicitly or implicitly a term or condition of employment.
  - Submission or rejection is used as the basis for employment decisions.
  - The conduct has the purpose or effect of substantially interfering with an individual's work or creates a hostile, intimidating, or offensive work environment.
4. All employees have the right to work in an environment free of discriminatory conduct, insults, and ridicule. The use of sexist and racial terms by employees will not be tolerated.
5. All management personnel share in the civil rights responsibility and will be assigned specific tasks to assure compliance is achieved. Management and supervisory staff will be evaluated on their successful adherence to and administration of the civil rights program in the same way as performance on other agency's goal. TMM continually strives to gain the best and highest use of its diverse and previously underutilized human resources at all times.
6. These policies shall be applied to all aspects of recruiting, hiring, training, compensation, upgrading, promotion, retention, transfer, and working conditions of employees not covered by the collective

bargaining agreement with Amalgamated Transit Union and shall also be applied to employees who are covered by the bargaining agreement insofar as they are not superseded by provisions of the prevailing collective bargaining agreement.

To ensure that these policies and practices are carried out, is designated as the Civil Rights Officer. If any employee feels that he/she has been discriminated against, he/she may file a complaint with Mr. Calhoun, either orally or in writing, using the guidelines specified in TMM's Civil Rights Complaint Procedures document. Should Mr. Calhoun not be readily available for consultation, the employee has the option to address the matter directly with TMM's General Manager, Samuel C. Tensley, following the same reporting procedures.).



Samuel C. Tensley, General Manager

## **CIVIL RIGHTS COMPLAINT PROCEDURES:**

It is the policy of TMM to provide equal employment opportunities to all applicants and employees and to comply with all civil rights laws. The Civil Rights Officer is responsible for administering all civil rights programs and investigating all complaints. All investigations shall be conducted in a fair, impartial and objective manner, based upon the facts of the case. The Civil Rights Officer shall maintain a neutral position in processing each complaint. Should Mr. Calhoun not be readily available for consultation, the employee has the option to address the matter directly with TMM's General Manager, Samuel C. Tensley.

If any individual believes that he/she has received unequal treatment or has been subjected to sexual harassment, these procedures shall be used in thoroughly investigating the alleged acts of discrimination.

The complaint must be filed with the Civil Rights Officer no later than ten (10) days from the date of the alleged discrimination activity. This time limit will not apply to complaints of alleged unlawful practices of a continuous nature. A complaint may be withdrawn by the charging party at any time in writing. The Civil Rights Officer shall acknowledge receipt of a formal complaint and will meet with the charging party within ten (10) days of receipt of the complaint form.

- a. Informal Complaint - Informal discussions can often result in solutions to problems more quickly and effectively than formal procedures. For this reason, anyone who believes he/she has been discriminated against or harassed due to sex, race, national origin, religion, color, age, or disability is encouraged to discuss the problem with his/her department head and/or the Civil Rights Officer. If the individual is not satisfied with the results of the informal complaint procedure, filing of a formal complaint is encouraged. Complaint forms are available from the Civil Rights Officer.
- b. Formal Complaint - A formal complaint may be filed with the Civil Rights Officer and must be in writing, either by means of a letter or a complaint form which can be provided by the Civil Rights Officer. Telephone call complaints will be followed up by mailing a complaint form to the individual for signature and statement. Assistance in completing the form is available from the Civil Rights Officer upon request.

Each complaint must contain the following information:

- Name and address of the charging party.
- Name of person/department against which charge is being made.
- A statement of facts contributing to the alleged discrimination including the date(s) of such act(s).
- A statement as to the basis for the alleged discrimination (ex: sex, age, race, etc.)
- Name of any witnesses to the alleged discrimination.

### **Steps in Processing Formal Complaints**

## 1. Interview of Charging Party

The Civil Rights Officer will meet with the charging party within 10 days of receipt of the complaint to determine the reliability and validity of the charge. Should the complaint reveal a possible violation of the Civil Rights guidelines and policies, the charging party will be informed that he/she will receive a copy of the written summary of facts of the inquiry. If the Civil Rights Officer determines that the charging party's complaint does not violate Civil Rights guidelines and policies, a written notification will be submitted to the charging party stating such. During the interview, the Civil Rights Officer will obtain the following information from the charging party:

- Nature of alleged discrimination activity.
- Date and time of alleged discrimination.
- Person responsible for the action was alleged to be discriminatory.
- Specific relief sought by charging party.
- Individuals the charging party wish to be interviewed as witnesses.
- Any other pertinent information of the alleged discrimination activity.

## 2. Notification and Interview of Department Head and/or Individual Charged

No later than ten (10) days from receipt of the complaint form, the Civil Rights Officer will notify the proper department head and/or individual that a complaint of alleged discrimination has been filed. During the interview with the department head and/or individual, the Civil Rights Officer will describe the nature of the complaint, the identity of the charging party and the events and facts which led to the complaint. The department head will make available all personnel records, memoranda, data, or any other evidence requested by the Civil Rights Officer. However, copies of confidential information will not be made a part of the written findings.

## 3. Civil Rights Officer's Findings

The Civil Rights Officer will thoroughly examine all data and information gathered on the case in investigating the alleged discrimination. A written report will be prepared upon the conclusion of the investigation, no longer than thirty (30) days following receipt of the complaint form. The report will include the following items:

- Summary of charge.
- Summary of the complaint describing the nature of the alleged discriminatory activity stated by the charging party.
- Summary of the response by the department head and/or person being charged with alleged discriminatory action.

- Summary of the investigation by the Civil Rights Officer including any background on the condition of complaint, persons involved, written statements, data or any other exhibits.
- Conclusion of Civil Rights Officer.
- Recommendation of action, if any.

This written report will be given to the General Manager for a final determination and resolution of the complaint. Upon the completion of the General Manager's evaluation and no later than ten (10) days following receipt of the Civil Rights Officer's report, copies of the final report will be submitted to:

- Charging Party
  - Department Head and/or individual being charged.
  - Civil Rights Officer
  - Civil Rights Agencies (if appropriate)
4. There shall be no retaliation of any kind because an individual files a complaint, gives testimony, or participates in the investigation of an alleged discrimination activity. Any such reprisal activity will be investigated by the Civil Rights Officer.
  5. These procedures shall be applied to all aspects of recruiting, hiring, training, compensation, upgrading, promotion, retention, transfer, termination and working conditions of employees not covered by the collective bargaining agreement with Amalgamated Transit Union and applied to employees who are covered by the bargaining agreement insofar as they are not superseded by provisions of the prevailing collective bargaining agreement.
  6. If, after having gone through TMM's complaint review process, an individual is not satisfied with TMM complaint review process, he/she may file a complaint with:
    - U S Department of Transportation, Washington DC
    - Federal Transit Administration, Washington DC
    - Equal Employment Opportunity Commission, Washington DC, or any regional office

**Timeline for Formal Civil Rights Complaints**

1. Civil Rights Officer receives formal complaint within 10 days of alleged discrimination activity.
2. The Civil Rights Officer acknowledges receipt and meets with the charging party within 10 days of receipt of formal complaint.
3. Civil Rights Officer notifies Department Head and/or alleged individual that a complaint has been filed within 10 days of receipt of formal complaint.



4. Civil Rights Officer interviews Department Head and/or individual/s and conducts investigation within 10 days of receipt of formal complaint.
5. Civil Rights Officer issues written report of findings within 30 days of receipt of formal complaint.
6. The General Manager reviews the report and makes a final determination and resolution of the complaint within 10 days following receipt of the Civil Rights Officer's report.

**TRANSIT MANAGEMENT OF MONTGOMERY  
SEXUAL HARASSMENT POLICY**

Transit Management of Montgomery, doing business as Montgomery Area Transit System, does not tolerate sexual harassment in the workplace or in any situation that is work-related. This policy not only applies to TMM employees in their dealings with one another, but extends to relationships with our customers, local officials, community partners, vendors, and visitors--whether on or outside of TMM's' property. Any employee who initiates or persists in offensive conduct assumes the risk and resulting penalties for their actions--regardless of their actual or initial intent.

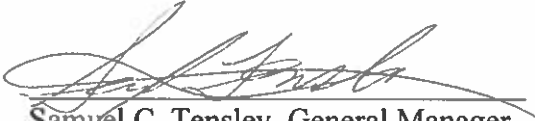
Furthermore, it is illegal and against TMM's company policy for any employee to do the following:

1. Make unwelcome sexual advances or requests for sexual favors, which include but are not limited to the following:
  - behaving in a manner that is typically unwelcome and personally offensive to the target employee or others bearing witness to the offense.
  - making unwelcome sexual advances, flirtations, or sex-related propositions toward another individual.
  - engaging in verbal abuse of a sexual nature, including graphic or degrading comments about another person's physique, or displaying sexually suggestive pictures or objects.
  - engaging in any form of repeat, uninvited physical contact that the target individual finds invasive or offensive (including touching, patting, pinching, or brushing against another person when common courtesy would dictate that one person should yield the right of way in close quarters).
2. Intentionally or naively creating or fostering an intimidating, hostile, or offensive work environment.
3. Condition, state, or imply that the award of any benefit, promotion, or sustained employment depends upon the granting of any sexual favors.
4. Condition, state, or imply that a particular employee's advancement in rank resulted from the performance or promise of sexual favors.
5. Make verbal, written, or gestured comments that are expressly sexual in nature and targeted toward a particular person or group of people.
6. Harass, mock, intimidate, ridicule, or use discriminatory actions against another person based on gender, physique, sexual orientation, or any other physical attribute of their person.

Whether or not certain conduct constitutes sexual harassment depends on how the offended employee views it. If the offended person tells the aggressor to STOP the behavior, and the behavior does not immediately STOP, the offending action could be construed as sexual harassment. However, sexual harassment does not refer to occasional compliments of a socially acceptable nature or to welcome social relationships.

TMM encourages its employees to immediately report inappropriate, sexually based behavior that is offensive to them personally or demonstrates sexually based aggression toward a specific target or group. This report can be made formally or informally using the steps specified in TMM's Civil Rights Complaint Procedures (copies of which are posted on bulletin boards throughout the facility). **ANY EMPLOYEE VIOLATING THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE PERMANENT DISCHARGE FROM THE COMPANY!**

Reports should be made to your supervisor (if appropriate), Cody Calhoun (TMM's Civil Rights Officer), and/or Samuel C. Tensley (TMM's General Manager).



Samuel C. Tensley, General Manager

*Attachment A-3*

**I. DISSEMINATION OF CIVIL RIGHTS POLICY**

**A. POLICY**

It is TMM policy that the Civil Rights Policy 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.
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 Civil Rights Policy is posted on designated employee bulletin boards at TMM.
6. Any revision, modification, additions to and/or deletions from TMM's Civil Rights Policy are communicated to all employees by notices which identify and explain any such change.

The dissemination of TMM's Civil Rights Policy is not limited to the above referenced items. As considered appropriate, TMM utilizes whatever means necessary to convey the organization's commitment to equal employment opportunity.

**B. PRACTICES**

TMM recognizes its responsibility for implementing Civil Rights policies within the organization.

TMM communicates its policy internally by locating posters in conspicuous and accessible locations.

TMM provides for the external communication of Civil Rights policies through proper notification to various recruitment sources and other interested parties. TMM communicates its commitment to recruiting and hiring qualified female, minority, and disabled candidates through various publications and media channels.

TMM advertises available positions in general and minority publications in order to attract additional minority applicants. All employment advertising placed by TMM contains the phrase "An Equal Opportunity Employer."

## **II. EMPLOYMENT POLICIES AND PRACTICES**

### **A. RECRUITING**

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

To this end, TMM employs the following techniques:

- TMM seeks active involvement with various organizations that are prepared to refer the kinds of applicants desired. The organizations listed in Appendix B have been identified as viable recruitment sources.
- TMM 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 schools will include special efforts to reach minorities and females. Qualified employees of lower rank within the same general areas of expertise will be given first consideration to fill any vacancies.
- TMM 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 TMM policy that anyone interested in employment may submit an application for employment in response to an advertised position. (An application form is included.) The company and its managers will consider 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.
- All applications will be accepted by the administration department and prescreened. Once prescreened, all applications will be reviewed by the respective department head. Those applicants selected for testing will be ranked and interviewed by the department head.

Testing will be conducted depending upon the position to be filled. Upon agreement between the General Manager or designee and department head, a background check, drug test, and physical will be performed prior to a job offer being made by the respective department head.

- A formal training program of at least four weeks' duration will be held for new bus operators. Mechanic training is 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:
  - Possess a valid Commercial Driver's License (CDL) with proper classification or obtain same by the end of the training program
  - No felony convictions
  - No convictions for driving under the influence (DUI) or vehicular homicide or manslaughter
  - No operator's license suspensions in the past five years
  - Pre-employment DOT physical including a drug screen
  - Complete an employment application
  - Acquire verification of no felony convictions within the past three years
  - Acquire Bureau of Motor Vehicle confirmation of a good driving record and have a valid operator's license.
  - Pass standard physical exam (administered at TMM expense)
- In accordance with Equal Employment Opportunity 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 made 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. Any 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.

#### C. TRANSFER AND PROMOTION POLICY AND PRACTICES

It is TMM 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.

TMM 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.

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, expected potential and qualifications for the new position.

Promotions within management are based upon qualifications and potential to handle added responsibilities.

#### D. TRAINING AND EDUCATIONAL OPPORTUNITY POLICY AND PRACTICES

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

TMM conducts initial orientation sessions with new employees.

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 total organizational strength and effectiveness.

The training process could include but is not limited to:

- Safety/Security
- Operators Training (Smith System)
- Customer Relations
- Internal Relations
- Drug Free Workplace
- Drug/Alcohol
- Sexual Harassment in the Workplace
- Haz Mat
- Violence in the Workplace
- Emergency Evacuation.

#### E. TERMINATION AND DISCHARGE POLICY AND PRACTICES

An employee may resign by presenting a written notice of resignation to the employee's supervisor.

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 upon termination for accumulated vacation leave on a pro-rata basis, they will not be paid for accumulated sick leave. Medical and life insurance will be paid through the effective date of termination of the employee.

#### Appeal Procedures

Any non-union TMM employee who feels that he or she has been unjustly treated has the right to appeal the employment termination decision, both verbally and in writing, to his or her immediate supervisor.

If the situation is not resolved at the immediate supervisor's level, the employee has the right to submit a written notice of appeal to the General Manager

Any union TMM 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.

#### F. SENIORITY

Amalgamated Transit Union, Local 765 represents employees of the transportation and maintenance departments as certified by the U.S. Department of Labor. Seniority practices affecting these employees are agreed to in the labor contract.

#### G. WAGES AND SALARIES

TMM 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 the General Manager.

#### H. EMPLOYEES WITH DISABILITIES

It is the policy of TMM 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. TMM 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. TMM will attempt to provide reasonable accommodation for employees with disabilities.

### III. UTILIZATION ANALYSIS

#### A. TRANSIT MANAGEMENT OF MONTGOMERY WORKFORCE

The TMM workforce consists of 105 employees representing six occupational groups: management, professional, craftsman, transportation equipment operator, laborer, and clerical. Minorities consist of 86% of the workforce. Females comprise 31%. Within the geographic area, minorities comprise 37%, females 49% of the civilian labor force.

#### B. LABOR MARKET

The relevant labor market for TMM has been determined to be:

City of Montgomery; Montgomery County  
City of Prattville: Autauga County  
City of Autaugaville: Autauga County  
City of Wetumpka: Elmore County  
City of Marbury: Elmore County  
City of Deatsville: Elmore County  
City of Elba: Coffee County  
City of Pike Road: Montgomery County  
City of Tyler: Dallas County  
City of Lowndesboro: Lowndes County  
City of Burkeville: Lowndes County  
City of Tallassee: Elmore/Tallapoosa County  
City of Grady: Montgomery County

The TMM workforce is both small and stable. Therefore, any and all goals must be predicated upon job turnover among the current staff.

#### C. ASSESSMENT OF PRESENT EMPLOYMENT PRACTICES

##### 1. Officials/Management

Within this category both minorities and females are well represented. The TMM workforce is 75% minorities, 55% females. In the Montgomery area, minorities comprise 46%, females 14% of the civilian labor force. Our goal is to maintain representation of females and minorities at the availability level or above.

##### 2. Office & Clerical/Professional

Again, both minorities and females are well represented. The TMM workforce is 87% minorities, 100% females. Our goal is to maintain representation of females and minorities at the availability level or above. In the Montgomery area, minorities comprise 40%, females 89% of the civilian labor force.

3. Mechanics

Minorities are well represented. The TMM workforce is 100% minorities, 0% females. Attention will be given toward recruiting females during job openings. No female has applied for a position as a mechanic. We will continue to seek qualified female applicants for mechanical positions. In the Montgomery area, minorities comprise 23%, females 3% of the civilian labor force.

4. Operator

Minorities are well represented. The TMM workforce is 82% minorities, females 31%. Attention will be paid toward recruiting more female operators. Our goal is to increase female representation of females and minorities at the availability level or above. In the Montgomery area, minorities comprise 55%, females 67% of the civilian labor force.

5. Service/Cleaner

Within this category minorities and females are well represented. The TMM workforce is 86% minorities, 43% females. Our goal is to maintain representation of females and minorities at the availability level or above. In the Montgomery area, minorities comprise 60%, females 18% of the civilian labor force.

6. Other

The other category represents security guards. The TMM workforce is 80% minorities, 0% females. Attention will be given toward recruiting females during job openings. We did hire one female security guard who left employment. We will continue to seek qualified female applicants for security guard positions In the Montgomery area, minorities comprise 50%, females 21% of the civilian labor force.

Attachment A-6

Montgomery Area Transit System Workforce Analysis

Dept. Job Title	All Employees			Minority Employees								Current %	
				M				F					
	Tot	M	F	Blk	Hisp	API	AIAN	BLK	Hisp	API	AIAN	Min	F
Officials/Managers	22	6	16	5				14				75	55
Office & Clerical	7		7					7				88	88
Mechanics	8	8	0	6				0				100	0
Operators	55	28	27	27				24				82	38
Service Workers	13	7	6	5				4				86	57
Security Guards	0	0	0	0								0	0



**Transit Management of Montgomery**

2318 West Fairview Avenue  
 Montgomery, AL 36108  
 Phone 334-625-4012

**Employment Application  
 Safety Sensitive Positions**

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

Thank you for applying for a position with Transit Management of Montgomery. We appreciate your time. It is important you fully and accurately complete this form. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** Please be careful when completing this application. We use detailed background screening process which will disclose inaccurate, false and/or incomplete information. As Policy and for the Safety of the community, TMM applies background check standards to all applicants. It is essential information requested, including educational, work, criminal and residential history be complete accurately. All applicants offered a position are required to satisfactorily complete a pre-employment drug screen. Applications remain on file for 180 days. If interested in a position, you should submit a new application.

**GENERAL INFORMATION**

Last Name		First	Middle	Today's Date: _____
				Are you at least 21 years old? Y / N
Present Address: Street , City, State, Zip Code			How long at this address?	EMAIL ADDRESS:
Telephone Number and Area Code: Primary(     )		Secondary(     )		Are you prevented from becoming lawfully employed in the U.S. because of your visa or immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No

**List addresses for the past 10 years**

Street	City	County	State	How long? (mo. /yr.)

Are you able to perform, with or without reasonable accommodation, the essential functions of the job(s) you are seeking?  Yes  No

Position(s) applying for:	Bus Operator <input type="checkbox"/>	Mechanic <input type="checkbox"/>	Service Employee <input type="checkbox"/>
Other: _____			
How were you referred to our company?	<input type="checkbox"/> On-line Ad <input type="checkbox"/> Radio/TV Ad <input type="checkbox"/> State Employment Agency <input type="checkbox"/> Employee Referral: _____ <input type="checkbox"/> Other: _____		
Have you ever worked with TMM? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, when? _____		What Position(s): _____

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
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**EDUCATIONAL BACKGROUND, TRAINING, AND EXPERIENCE**

	Name of School and/or College	Circle highest grade completed	College ?	What was your degree and major?
High School/GED and/or College?		9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	<del> </del>

Do you speak, write, or understand any foreign languages?  Yes    No   If yes, which language(s)? \_\_\_\_\_

**EMPLOYMENT HISTORY**

All employment for the past 10 years must be listed, including jobs held while in school or the military. Record your most recent position first and go backwards in order. Resumes may be submitted with the completed application.

<b>Employer Name:</b>	<b>Dates employed (month/year):</b>		<b>Salary / pay rate:</b>	
	From: /	To: /	Begin:	End:
<b>Employer Address: Street, City, State, Zip</b>	<b>Employer Phone</b>		<b>Supervisor's Name:</b>	
	( )			
<b>Position(s) held:</b>	<b>Briefly explain your duties:</b>			
<b>May we contact this employer?</b>	<b>Reason for leaving?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Was this position covered under the Federal Motor Carrier Safety Regulations (FMCSR)?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Employer Name:</b>	<b>Dates employed (month/year):</b>		<b>Salary / pay rate:</b>	
	From: /	To: /	Begin:	End:
<b>Employer address: Street, City, State, Zip</b>	<b>Employer Phone</b>		<b>Supervisor's Name:</b>	
	( )			
<b>Position:</b>	<b>Briefly explain your duties:</b>			
<b>May we contact this employer?</b>	<b>Reason for leaving?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Was this position covered under the Federal Motor Carrier Safety Regulations (FMCSR)?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Employer Name:</b>	<b>Dates employed (month/year):</b>		<b>Salary / pay rate:</b>	
	From: /	To: /	Begin:	End:
<b>Employer address: Street, City, State, Zip</b>	<b>Employer Phone</b>		<b>Supervisor's Name:</b>	
	( )			
<b>Position(s) held:</b>	<b>Briefly explain your duties:</b>			
<b>May we contact this employer?</b>	<b>Reason for leaving?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Was this position covered under the Federal Motor Carrier Safety Regulations (FMCSR)?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Employer Name:</b>	<b>Dates employed (month/year):</b>		<b>Salary / pay rate:</b>	
	From: /	To: /	Begin:	End:
<b>Employer Address: Street, City, State, Zip</b>	<b>Employer Phone</b>		<b>Supervisor's Name:</b>	
	( )			
<b>Position(s) held:</b>	<b>Briefly explain your duties:</b>			
<b>May we contact this employer?</b>	<b>Reason for leaving?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Was this position covered under the Federal Motor Carrier Safety Regulations (FMCSR)?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No

State		License #	Type, Class & Endorsements		Expiration date	
A.	Have you ever been denied or suspended a license, permit or privilege to operate a motor vehicle?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
B.	Have you ever been disqualified subject to Part 391 of the Federal Motor Carrier Safety Regulation?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
C.	Have you in the past three (3) years failed or refused a DOT-mandated pre-employment drug test?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
D.	Have you ever pled no contest or been convicted of a drug or alcohol related offense? (DUI, DWI, etc)				<input type="checkbox"/> Yes	<input type="checkbox"/> No
E.	Have you ever tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you, the employee applied for, but did not obtain, safety sensitive transportation work covered by DOT agency drug and alcohol testing rules, during the past two years?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "Yes" to any of the above, explain: _____						
DRIVING EXPERIENCE						
	Class of Equipment	Type of equipment (van, tanker, etc.)	Dates		Approximate total number of miles	
			From	To		
Straight Truck						
Bus						
List all states where you have held a CDL in the last five years:						
List special driving courses or training you have received:						
ACCIDENT REVIEW FOR THE PAST 3 YEARS						
	Date	Nature of Accident (head-on, rear end, upset, etc.)	Fatalities		Injuries (other than yourself)	
Last collision						
Next previous						
TRAFFIC CITATIONS / CONVICTIONS & FORFEITURES FOR THE PAST 3 YEARS (other than parking violations)						
Location		Date	Charge		Penalty	
APPLICANT STATEMENT AND RELEASE						

**By signing this application, I agree to the following statements:**

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

Transit Management of Montgomery (TMM) is an equal opportunity employer. I understand the Company recruits, hires, and promote employees without regard to race, color, religion, sex, age, national origin, citizenship, military status or disability. Individuals with disabilities who need assistance completing this application can contact the Human Resources Department to arrange suitable accommodation.

I understand to comply with the Federal Immigration Reform and Control Act, TMM requires all new hires to show proof of eligibility to work in the United States. If I fail to produce the required documents to Human Resources within the required time, TMM will rescind any job offer and terminate my employment.

I hereby authorize my prior employers, all educational institutions I have attended, and all individuals whom I have listed to provide TMM and its agents or designees, all information they may have regarding my past employment, education, experience, and qualifications. I hereby authorize TMM to investigate and obtain all oral and documentary information regarding my past employment, education, experience, and qualifications. I hereby release and agree to indemnify and hold harmless TMM and all such prior employers, educational institutions, and individuals from all liability for providing any information regarding my past employment, experience, and qualifications.

I hereby authorize TMM, and any third-party affiliates used for investigative purposes, to obtain my driving record and criminal record from federal, state, or local authorities, the Department of Transportation (DOT) and/or the Federal Transportation Administration (FTA) for the purpose of reviewing my background and history relevant to the position(s) I have applied for. I request, authorize, and consent to the release of all such

information to TMM consistent with state and federal laws and hereby release and agree to indemnify and hold harmless every person or entity that communicates such information to TMM from all liability for providing any information regarding my driving record or criminal record.

I acknowledge TMM is a drug-free workplace, and any offer of employment is contingent upon my submittal to a drug screen and the Company's receipt of satisfactory results of such testing, receipt of satisfactory background checks and, if necessary to determine ability to perform essential duties of the position offered, the satisfactory results of a physical examination.

This certifies 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's Signature

---

Date



**EEO DATA FORM**

(Optional)

The information requested is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and **will not be considered** as part of the application for employment. It will be separated from the application.

**THIS FORM IS STRICTLY VOLUNTARY**

<b>Position Applied For:</b>	<b>Date of Application:</b>

(Check mark preferred for all of the following categories)

<b>Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<b>Ethnic Origin</b>	
			<input type="checkbox"/> White (not Hispanic or Latino)	<input type="checkbox"/> Black or African American (not Hispanic or Latino)
<b>Veteran</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino)
<b>Surviving Spouse of Veteran who has not remarried</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)	<input type="checkbox"/> Asian (not Hispanic or Latino)
<b>Orphan of Veteran</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Two or More Races (Not Hispanic or Latino) All persons who identify with more than one of the above five races.	

<b>How did you first find out about this job?</b>	
<input type="checkbox"/> TMM/ Employee	<input type="checkbox"/> Television
<input type="checkbox"/> Recruitment Poster	<input type="checkbox"/> www.montgomerytransit.com
<input type="checkbox"/> Radio	<input type="checkbox"/> Newspaper
<input type="checkbox"/> College/University Career Day	<input type="checkbox"/> Other (specify):

**Transit Management of Montgomery is an equal opportunity employer. It is the policy of this company to consider all job applications based on merit without regard to race, color, religion, sex, age, national origin, ancestry, marital status, disability or any other protected characteristic.**



**Transit Management of Montgomery**

2318 West Fairview Avenue  
 Montgomery, AL 36108  
 Phone 334-625-4012

**Employment Application  
 Safety Sensitive Positions**

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

Thank you for applying for a position with Transit Management of Montgomery. We appreciate your time. **It is important you fully and accurately complete this form. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** Please be careful when completing this application. We use detailed background screening process which will disclose inaccurate, false and/or incomplete information. As Policy and for the Safety of the community, TMM applies background check standards to all applicants. **It is essential information requested, including educational, work, criminal and residential history be complete accurately.** All applicants offered a position are required to satisfactorily complete a pre-employment drug screen. Applications remain on file for 180 days. If interested in a position, you should submit a new application.

**GENERAL INFORMATION**

Last Name		First	Middle	Today's Date: _____
				Are you at least 21 years old? Y / N
Present Address: Street , City, State, Zip Code			How long at this address?	EMAIL ADDRESS:
Telephone Number and Area Code: Primary( ) Secondary( )			Are you prevented from becoming lawfully employed in the U.S. because of your visa or immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**List addresses for the past 10 years**

Street	City	County	State	How long? (mo. /yr.)

Are you able to perform, with or without reasonable accommodation, the essential functions of the job(s) you are seeking?  Yes  No

Position(s) applying for:	Bus Operator <input type="checkbox"/>	Mechanic <input type="checkbox"/>	Service Employee <input type="checkbox"/>
	Other: _____		
How were you referred to our company?	<input type="checkbox"/> On-line Ad <input type="checkbox"/> Radio/TV Ad <input type="checkbox"/> State Employment Agency <input type="checkbox"/> Employee Referral: _____ <input type="checkbox"/> Other: _____		
Have you ever worked with TMM? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, when?	What Position(s):	
	_____	_____	

If hired, what date are you available to start work? \_\_\_\_\_

Are you applying for:  
 Full-time    Part-Time

Are you able to work:  
 Days    Evenings  
 Weekends

**EDUCATIONAL BACKGROUND, TRAINING, AND EXPERIENCE**

Name of School and/or College	Circle highest grade completed	College ?	What was your degree and major?
High School/GED and/or College?	9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	<del> </del>

Do you speak, write, or understand any foreign languages?  Yes  No If yes, which language(s)? \_\_\_\_\_

**EMPLOYMENT HISTORY**

**All employment for the past 10 years must be listed,** including jobs held while in school or the military. Record your most recent position first and go backwards in order. Resumes may be submitted with the completed application.

<b>Employer Name:</b>	<b>Dates employed (month/year):</b>		<b>Salary / pay rate:</b>	
	From: /	To: /	Begin:	End:
<b>Employer Address: Street, City, State, Zip</b>	<b>Employer Phone</b>		<b>Supervisor's Name:</b>	
	( )			
<b>Position(s) held:</b>	<b>Briefly explain your duties:</b>			
<b>May we contact this employer?</b>	<b>Reason for leaving?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Was this position covered under the Federal Motor Carrier Safety Regulations (FMCSR)?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Employer Name:</b>	<b>Dates employed (month/year):</b>		<b>Salary / pay rate:</b>	
	From: /	To: /	Begin:	End:
<b>Employer address: Street, City, State, Zip</b>	<b>Employer Phone</b>		<b>Supervisor's Name:</b>	
	( )			
<b>Position:</b>	<b>Briefly explain your duties:</b>			
<b>May we contact this employer?</b>	<b>Reason for leaving?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Was this position covered under the Federal Motor Carrier Safety Regulations (FMCSR)?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Employer Name:</b>	<b>Dates employed (month/year):</b>		<b>Salary / pay rate:</b>	
	From: /	To: /	Begin:	End:
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A.	Have you ever been denied or suspended a license, permit or privilege to operate a motor vehicle?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
B.	Have you ever been disqualified subject to Part 391 of the Federal Motor Carrier Safety Regulation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
C.	Have you in the past three (3) years failed or refused a DOT-mandated pre-employment drug test?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
D.	Have you ever pled no contest or been convicted of a drug or alcohol related offense? (DUI, DWI, etc)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
E.	Have you ever tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you, the employee applied for, but did not obtain, safety sensitive transportation work covered by DOT agency drug and alcohol testing rules, during the past two years?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

If "Yes" to any of the above, explain: \_\_\_\_\_

#### DRIVING EXPERIENCE

	Class of Equipment	Type of equipment (van, tanker, etc.)	Dates		Approximate total number of miles
			From	To	
Straight Truck					
Bus					

List all states where you have held a CDL in the last five years:

List special driving courses or training you have received:

#### ACCIDENT REVIEW FOR THE PAST 3 YEARS

	Date	Nature of Accident (head-on, rear end, upset, etc.)	Fatalities	Injuries (other than yourself)
Last collision			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Next previous			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### TRAFFIC CITATIONS / CONVICTIONS & FORFEITURES FOR THE PAST 3 YEARS (other than parking violations)

Location	Date	Charge	Penalty

#### APPLICANT STATEMENT AND RELEASE

##### By signing this application, I agree to the following statements:

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I hereby authorize my prior employers, all educational institutions I have attended, and all individuals whom I have listed to provide TMM and its agents or designees, all information they may have regarding my past employment, education, experience, and qualifications. I hereby authorize TMM to investigate and obtain all oral and documentary information regarding my past employment, education, experience, and qualifications. I hereby release and agree to indemnify and hold harmless TMM and all such prior employers, educational institutions, and individuals from all liability for providing any information regarding my past employment, experience, and qualifications.

I hereby authorize TMM, and any third-party affiliates used for investigative purposes, to obtain my driving record and criminal record from federal, state, or local authorities, the Department of Transportation (DOT) and/or the Federal Transportation Administration (FTA) for the purpose of reviewing my background and history relevant to the position(s) I have applied for. I request, authorize, and consent to the release of all such

information to TMM consistent with state and federal laws and hereby release and agree to indemnify and hold harmless every person or entity that communicates such information to TMM from all liability for providing any information regarding my driving record or criminal record.

I acknowledge TMM is a drug free workplace, and any offer of employment is contingent upon my submittal to a drug screen and the Company's receipt of satisfactory results of such testing, receipt of satisfactory background checks and, if necessary to determine ability to perform essential duties of the position offered, the satisfactory results of a physical examination.

This certifies 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's Signature

\_\_\_\_\_  
Date

**EEO DATA FORM**  
(Optional)

The information requested is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and **will not be considered** as part of the application for employment. It will be separated from the application.

**THIS FORM IS STRICTLY VOLUNTARY**

<b>Position Applied For:</b>	<b>Date of Application:</b>

(Check mark preferred for all of the following categories)

<b>Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<b>Ethnic Origin</b>	
			<input type="checkbox"/> White (not Hispanic or Latino)	<input type="checkbox"/> Black or African American (not Hispanic or Latino)
<b>Veteran</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> America Indian or Alaskan Native (not Hispanic or Latino)
<b>Surviving Spouse of Veteran who has not remarried</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)	<input type="checkbox"/> Asian (not Hispanic or Latino)
<b>Orphan of Veteran</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Two or More Races (Not Hispanic or Latino) All persons who identify with more than one of the above five races.	

<b>How did you first find out about this job?</b>	
<input type="checkbox"/> TMM/ Employee	<input type="checkbox"/> Television
<input type="checkbox"/> Recruitment Poster	<input type="checkbox"/> <a href="http://www.montgomerytransit.com">www.montgomerytransit.com</a>
<input type="checkbox"/> Radio	<input type="checkbox"/> Newspaper
<input type="checkbox"/> College/University Career Day	<input type="checkbox"/> Other (specify):

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