

## **Indianapolis Orientation**

Monday, October 9, 2017

Location:

Comfort Suites, Indianapolis Airport  
2750 Fortune Circle West, Indianapolis, IN 46241

Orientation Times:

10:am or 12:pm or 3:pm

MyCity Transportation will be interviewing and hiring for Van Drivers to provide services for IndyGo's Open Door Transportation Program.

### **Orientation Overview:**

- Will last approximately 1.5 hours.
- Attendees will be given a full explanation of the current positions.
- Attendees will do a one on one interview with a hiring coach.
- Conditional offers will be given to those attendees who pass the interview process and background checks.
- A Criminal Background Check will be done on site.
  - Any Felony has to be older than 7 yrs
  - No crimes ever for Sex, Child Abuse, against Law Enforcement
- Conditional Hires will be immediately sent for Drug Testing at our clinic which is 30 minutes away.
  - Please arrange for your transportation and understand it might take you an hour or so at the clinic

### **Please Be Prepared for:**

- To have 2 forms of ID
- To allot the time to fully complete the Orientation and Drug Testing process.

### **Paid Training:**

- Training will begin approximately 5 days after Orientation.
- The 80 hours of Training is mandatory.
- Training is done in groups, so missing a day will fail you out of training.
- Training will consist of Class Room and Behind the Wheel.
- Training will usually start at 8:am and last for approximately 9 hours.
- Trainees will have to successfully pass the Criminal Background and Drug Test.
- Training will be held at:
  - 5700 W. Minnesota, Indianapolis, IN 46241