



1-888-LAKETRAN | www.laketran.com

555 Lakeshore Blvd. Painesville Twp., OH 44077

Q: As a transportation entity, is there a fingerprinting or special county BG that has to be run?

A: *I think they are asking whether, based on the particular position, a standard can be established such as “No violent, sexual or theft offenses in the past 7 years.”*

Temporary employees must not have a conviction of a violent crime, carjacking or a felony level theft within the last seven years. All other convictions will be evaluated, by Laketran, on a case by case basis to determine if an employee is able to clean and fuel transit vehicles. Laketran’s decisions are final.

Q: Our agency’s standard background report completed for customers is national, with a 7 year lookback for felonies and misdemeanors.

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Q: What is Laketran’s hiring policy? Our agency mirrors our individual customer’s hiring protocol to determine if they qualify, and must be specific as to exclusions.

A: Job description attached.

Q: As our agency looks to mitigate our *and* our customers’ liability, we cannot do a “case by case basis”. We need to know specifically what excludes someone from working for you.

Example of one of our customers: *“No violent, sexual, or theft felonies or misdemeanors in past 7 years. NOT ok if on sexual offender list. No “repeat” offenders for convictions that meet above guidelines.*

For instance, 1 DUI or drug conviction ok, but multiple offenses in 7 years for same thing, no.”

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Q: What is the pay rate for the cleaning/garage positions? (This impacts ability to accurately price as it relates to difficulty in recruiting / additional marketing expenses to get positions filled).



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A: This is a competitive request for quotes. It is up to each individual agency to quote the pay rate per hour for a qualified employee. Laketrans will select the agency with the quote that is most beneficial to Laketrans. I understand this process is untraditional, but is done this way to fulfill Laketrans's requirements for open competition. And allow Laketrans to get the best value possible.

Q: What is the average volume of need per year? 10 at a time, 20-30/year? Larger volume needs in winter or summer, or steady year round?

A: This need is to, temporarily, fill vacancies in the position. Currently there are two vacancies due to growth and/or promotions. I have permission to fill vacancies for up to six months, any longer than that the position should be filled with a full time Laketrans employee thru the typical hiring process (applications and interviews)

Q: Please confirm that the shift is M-F 3:30-12a and the other shift's hours are 12am-8:30a M-F.

A: Temporary employees will work M-F 3:30p to 12:00a with a ½ hour unpaid lunch. There are no other shifts for temporary employees.

Q: Pertaining to below that appears on the last page, second to the last bullet point:

- Laketrans will bear no cost should a different temporary employee be requested due to job performance or deviation from performance, attendance, attire or behavior guidelines.

Please clarify – if someone needs replaced, are you saying you aren't accepting being billed for hours we have to pay employee for working during that billing period? (We pay and invoice weekly, with 30 day terms).

A: No, Laketrans will pay for hours worked during the billing period.

Q: Or- stating if an ee needs replaced that you can hire their replacement at the balance of what the replaced ee worked? Or? I'm just not sure what "bears no cost" entails (if we have to replace an ee).

A: If an employees (call them #1) doesn't work out because of performance, attendance, dress code or behavior issues, Laketrans will tell the agency to not send that employee (#1) back and replace them with a different employee (call them #2). The agency will be paid for all hours worked by #1.

But the contract responsibilities have not been met for this position in relation to the milestones for the position (1-30 days, 31 -60 days or 61 – 90 days). Mile stones are for each position regardless of how many employees it takes to get to those milestones. The "clock" starts when each position in first filled, it doesn't reset with each replacement employee. Regardless if the employee doesn't come back, was asked to be replaced by



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Laketran or is hired by Laketrans (they have to complete Laketrans's full hiring process)

Q: One of the listed job duties is topping off fuel, oil, windshield fluid, etc. What is the ee or our agency's liability in the event say an ee of ours doesn't fill oil to adequate level and the engine malfunctions?

A: to avoid any instances of negligent hiring, it is the responsibility of the temporary agency to provide employees capable of performing the work required. In this case fueling, cleaning and filling fluids on transit vehicles.

Q: Are buses final inspected by your own mechanics before going out on the road / between runs? (Just trying to cover all bases!!)

A: No, it is the vehicle servicer's responsibility to ensure buses are ready for service. Drivers do check their buses before their shift, but the expectation is that buses are ready for service.

Q: How many employees are you searching for?

A: Currently two. Laketrans's goal is to have a long term relationship with the agency hired to fill any future vacancies too.

Q: Is a background screen required and if so are there any parameters that would disqualify a candidate?

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