



HELP WANTED

Western Oakland Transportation Authority (WOTA) is a transportation service for seniors age 55+ and disabled adults age 18+ who are residents of Highland, Waterford, and White Lake Townships as well as the City of Walled Lake. WOTA is seeking helping in two key areas: Drivers and Dispatch.

Drivers: Full and Part-time.

Requirements for Drivers:

1. Must have or be able to obtain a chauffeur's license.
2. Must have an excellent driving record.
3. Must be able to work with the public.
4. Must manage your time wisely and be familiar with the areas we serve.
5. Lift 40+ pounds and be able to help riders on and off the bus and lock down wheelchairs and scooters.
6. Utilize technology as we use smart phone walkie-talkies and tablets with GPS.
7. Pass a drug test and background check.

Hours are from 7am-5:30pm, Monday-Friday. We have part-time, tween and full-time positions available. Training is provided. Starting pay \$14/hr. with a potential raise after 90 days, benefits available for full-time employees include health insurance and paid time off.

Dispatcher: Full and Part-time.

Requirements for Dispatchers:

1. Good customer service on the phone
2. Able to communicate with elderly and disabled adults.
3. Problem-solving skills.
4. Ability to follow a day-to-day routine and work alone.
5. Capable with technology.
6. Previous experience is helpful but not necessary.
7. Works in the Highland office
8. Must pass background check and drug test.

Hours are from 8 am-4:00 pm, Monday-Friday. We have part-time and full-time positions available. Training is provided. Starting pay \$15-\$16/hr. depending on experience with a potential raise after 90 days, benefits available for full-time employees include health insurance and paid time off.

Dual Dispatcher/Driver: Full-time

Requirements for Dual employees:

1. Same requirements for drivers and dispatchers as listed above.
2. Previous experience with either driving or dispatch is desirable.
3. Requires flexibility with schedule and moving from one task to another.

Full-time averages 40 hours per week from 7 am -5:30 pm M-F; may have to start earlier or work later when driving; hours will be adjusted between driving and dispatch. Training is provided. Starting pay \$15/hr. with a potential raise after 90 days, benefits include health insurance and paid time off.

To Apply:

Please contact Human Resources at (248) 887-4979 for more information. Download an application at RideWOTA.org and email to info@ridewota.org or mail to 205 W Livingston Road, Highland, MI 48357. Interviews are ongoing with a potential start date within 2 weeks of interview if selected.