Modoc Transportation Agency (MTA) Mobilization Schedule	15-Apr-19	22-Apr-19	29-Apr-19	6-May-19	13-May-19	20-May-19	27-May-19	3-Jun-19	10-Jun-19	17-Jun-19	24-Jun-19	1-Jul-19
	1	2	3	4	5	6	7	8	9	10	11	12
Contractual												
Contract Award - MCTC April 2nd												
Notice to Proceed												
Contract Negotiations												
Finalize and Sign Contract												
Circulate First Transit's Mobilization Plan												
Introduction of team members for Client and First Transit												
Review plan, contract requirements and expectations												
Develop and submit detailed work plans to Client												
Organize and Notify Start-Up Team												
Weekly progress meetings with staff												
Recruiting & Staffing												
General Manager - In Place (Redding)												
Safety and Training - In Place (Redding)												
Regional Support Team On-Site, as needed												
Contact numbers, emails, emergency notification tree												
Recruitment Outreach to Existing Provider's Staff												
Recruitment Ads Placed in Various Media												
Existing Drivers Hired (Ongoing)												
New Drivers Hired (Ongoing)												
DMV Checks												
Criminal Background												
Previous Employment Checks												
Establish drug and alcohol testing location												
Pre-employment drug testing and physicals												
Training & Course Development												
Prepare Training Plan and Materials												
Prepare Policy Manuals & Employee Handbook												
Train Operator Trainers												
New Operator Training												
Incumbent Operator Training / Refresher Courses												
Operations & Administrative Procedures												
Finalize operating procedures & policies												
Finalize performance standards												
Develop goals & objectives												
Meet with MTA Dispatchers and Staff												
Analyze Historical Data to Develop schedules												
Establish processes for data collection												
Implement forms for daily operations & reporting												
Order uniforms												
Establish payroll and accounting procedures												
Setup Employees on Benefits												
Confirm Fare Accounting and Pickup Procedures												
Establish seniority list												
Maintenance Procedures												
Review DVIR process												
Develop Vehicle Fueling & Washing procedures												
Identify daily, weekly & monthly report req's												
Vehicles & Equipment												
Inspect vehicles prior to initiation of service												
Arrange vehicles for training												
Install USDOT number on fleet												
Install DriveCam & GeoTab in Buses												
Facility												
Coordinate Office Space with MTA												
Establish Driver Communication process												
Coordinate parking plan												
Confirm Fueling and Security Procedures												
Security requirements, key access, badges												
Prepare Reporting Mechanisms												
Establish emergency & procedural requirements												
Service Start - July 1, 2019												