

OPERATIONS MANUAL ACKNOWLEDGEMENT AND RECEIPT FORM

I acknowledge receipt of the Mecosta Osceola Transit Authority (MOTA) Operations Manual (Manual). I understand that this current version of the Manual is applicable to my employment and that any previous versions of the Manual, in whole or in part, are no longer in effect, having been replaced by this Manual.

I understand that no one is authorized to make changes to the policies and terms of this Manual, except through written changes/revisions to the contents of this Manual that have been approved by the MOTA Board of Directors. Further, I agree that this Manual, in whole and in part, is binding on me and MOTA.

I understand that it is my responsibility to read and follow the policies contained in this Manual and to keep it updated with the latest information that is distributed.

Date: _____

Employee's Name: _____

Employee's Signature: _____