

The
Commercial
Driver
Qualification
Guide

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FOREWORD

Why should transportation companies have to orient and train new drivers? After all, the drivers have licenses. They passed the tests. Don't they know everything they need to know?

Well, don't they?

If you take only one piece of advice from this guide, here it is: DON'T assume that the prospective driver knows how to operate a vehicle safely!

We make a terrible mistake when we accept, without further action, a referral from a prior employer. Instead of taking a golden opportunity to evaluate the abilities of a person who will be entrusted with countless lives and valuable property, sometimes it is decided instead to trust the competency of both the prospective driver and the administrator of the previous road test.

Perhaps he or she is a good driver...OR

Perhaps the former company made the same assumption and the driver was **never** road tested.

Perhaps the driver lacks even the basic skills to handle a vehicle.

Perhaps no one realizes the lack of skills until the first "little accident."

Perhaps the driver gets a second chance... and becomes an accident repeater.

To orient means "to instruct, to acquaint, to advise, and to inform." The orientation process should work both ways. It is for the new driver to learn about your company, but is also your opportunity to acquaint yourself with the driver-- and a skills test is the most important part. It can measure areas of deficiency in the driver before problems are encountered on the road. It provides a chance to spend more time with the driver than at perhaps any other time in his or her career at the company. It is the time to get to know the person: strengths and weaknesses, likes and dislikes. This is the moment to inspire a fan of the company who will be a successful and safe driver for many years to come.

If that is the single best piece of advice we can give, there are many other ideas that can help you improve safety and reduce your overall costs. ***This guide represents what we regard as best practices and is not intended to cover every rule and regulation that may govern employment.*** It is a tool for your use. Some of the samples may be used "as is," copied onto your letterhead. But you can also use your own examples, percentages, pay scales, etc., tailored to fit your particular operation. Feel free to use any or all of the parts of this program.

We visited numerous companies in preparing this guide and gratefully thank them for their generosity and assistance.

DRIVER QUALIFICATION POLICIES AND PROCEDURES

CREATING HIRING STANDARDS

Do you need hiring requirements? You bet-- and in writing, too! If your company is ever named in a liability suit, you'll want to be prepared with several items, including your written hiring standards. You may need to convince a jury that your managers don't just hire by "gut feeling." You may have to prove that all applicants must be fully qualified to operate a vehicle for your company. One of the best ways to demonstrate this is to be able to show that everyone hired is required to meet established minimum criteria, and that these guidelines are known and practiced consistently.

Use the example in this guide to develop your own criteria. Have it copied on a sheet of company letterhead paper, frame it and put it in the reception area where prospective employees generally come to get the application. You will find many applicants who will read the information and leave, knowing they do not meet the criteria. This simple act may save your company a great deal of time and trouble by weeding out some of the less qualified applicants.

CREATING HIRING PROCEDURES

Written hiring procedures will help those responsible for hiring complete all the necessary steps needed to process an applicant according to all policies and regulations. Followed faithfully, such procedures demonstrate the company's commitment that all drivers be fully qualified with all paperwork in place before being allowed behind the wheel.

Is this important? Certainly! Consider this scenario: what if the new driver is dispatched before the MVR is received-- only to find a suspended license? What happens if that driver has an accident?

The driver will almost certainly be cited for driving with a suspended license. If it is a serious accident and there is litigation, your company may be charged with "negligent entrustment." This means that your company was negligent in allowing this driver to operate a vehicle over the public highways when the driving record (suspended license) showed a lack of qualifications. A jury may double, triple, or even quadruple an award to a plaintiff to punish the company for not having procedures in place to keep the unsafe driver off the road.

Another scary fact is that in some states, negligent entrustment awards are not covered by insurance. What if your company had to come up with two million dollars to pay a jury award? Where would the money come from?

These are not made-up stories. These things have happened to the best of companies with excellent safety records.

DRIVER HIRING REQUIREMENTS

1. Must have at least two (2) years of experience within the last four (4) years driving the type of vehicle applying to operate
2. Must possess an appropriate driver's license from the state of residence
3. Must have no more than two (2) moving violations within the past five years
4. Must have no more than one (1) license suspension (with reinstatement)
5. Must have no USDOT-reportable, preventable accidents on the driving record
6. Must have none of the following on the driving record:
 - Aggravated assault with a motor vehicle or use of a vehicle to commit a felony*
 - Attempting to elude a police officer*
 - Careless, negligent, or reckless driving*
 - Driving under the influence ("DUI"); driving while intoxicated ("DWI")*
 - Failure to stop and/or report an accident*
 - Operating a vehicle with a suspended license, without a license, or without permission*
 - Open container violations*
 - Speed contests ("drag racing")*
7. The applicant must write legibly and be able to understand the rules of the company, the regulations of the Department of Transportation, and the requirements of the position
8. The applicant must show on the application:
 - Addresses for the last three years*
 - Employment for the past ten (10) years*
 - Accidents and types of accidents for the past three (3) years*
 - Traffic violations for the last three (3) years*
9. Must be able to pass physical
10. Must test negative on drug screen

Any application that does not meet the above outlined standards will not be considered.

Any individual who does not meet the minimum standards is not eligible for hire.

INTERVIEWING AND EVALUATING DRIVERS

Be sure to set aside time and adequate staff to handle interviews. The best professionals want to be treated as such. Make definite appointments and have a quiet location to conduct the meetings.

1. Make the applicant comfortable
2. Review requirements, wages and benefits
3. Have the applicant complete the following:
 - Application
 - Written test
 - Consent forms
4. Review the application to be sure it is complete
5. Order the MVR
6. Compare the MVR with responses on application
7. Review and correct the written test
8. If the application and written test are acceptable, schedule the road test
9. Do the background check before road testing
10. If all items are acceptable and you want to hire the applicant:
 - Complete the qualification and personnel files
 - Arrange training and orientation
 - Explain the physical and drug screen processes
 - Establish the date to report to work

REVIEWING PAPERWORK

APPLICATIONS

1. *ADDRESSES FOR PAST 3 YEARS*
Does the applicant move around a lot? Why?
2. *DRIVER'S LICENSE*
Is it a new license? Is it from the state of residence? What about suspensions or revocations?
3. *EXPERIENCE*
Is the employment history consistent with the amount of driving experience indicated?
4. *ACCIDENT AND TRAFFIC CONVICTIONS*
Has the applicant listed all of the accidents and traffic convictions shown on the MVR?
5. *EMPLOYMENT RECORD*
There should be no gaps in the ten-year employment history. Have the driver explain any gaps. Does the applicant have verifiable driving experience for two of the last four years as required by the hiring standards?
6. *SIGNATURE*
Did the applicant sign and date the certification and signature line?

WRITTEN TEST

Give the applicant the DOT written test (or other applicable test) to complete.
Check the answers.

Has the applicant missed very many? If so, how knowledgeable is this person regarding the rules and regulations that pertain to the job?

Do you want a person in your operation that does not know the rules and regulations?

ROAD TEST

Have a qualified and competent person administer the driving test.

Use a predetermined driving course that will test the applicant on right turns, left turns, merging, lane changing, parking and backing.

If using company equipment, be sure it is clean and mechanically sound.

Be sure the road test report form is complete with signatures, dates, etc.

A THOROUGH PRE-TRIP INSPECTION IS MANDATORY FOR A SATISFACTORY RATING!

PHYSICAL

VISION - must be 20/40 or better in each eye with horizontal vision of 70 degrees.

BLOOD PRESSURE - must be no more than 160/90. If on blood pressure medication, secure note from doctor upon each follow-up visit.

URINALYSIS - must be tested and sugar should be negative or zero.

GENERAL COMMENTS - if any, are they satisfactory?

REFERENCE CHECKS

The file must have a reference check for every place an applicant has been employed for the last three years. It makes no difference if the job involved driving or not. All employers within the last three years must be verified. *Use a telephone reference check form for each past employer to document your calls.*

Do the reference checks confirm that this is a competent applicant? If you don't do reference checks, what do you know about the driver? Remember, "gut feelings" just aren't good enough when it comes to protecting your company.

This is also a good time to obtain the mandatory information about prior drug and alcohol testing as required by FMCSR 382.413. Don't forget that the applicant's written consent is necessary for you to obtain this data.

TELEPHONE REFERENCE CHECK

Applicant's Name		
Date contacted	Phone number	
Previous Employer Name		
Address		
Date of employment	From	To
Type of work performed		
If driver, territory/area where driving		
Was he/she dependable? Yes [] No []		
Did he/she cooperate with dispatch? Yes [] No []		
Were leaving and arriving schedules met? Yes [] No []		
Any problems with customers? Yes [] No []		
Were there any accidents while employed Yes [] No []		
Number	Preventable #	Non-preventable #
Comments/details		
In what state was driver licensed?		
Was that license ever revoked or suspended?		
Details?		
What was the employee's attitude toward paperwork?		
Toward logs?		
Reason for termination?		
Was notice given?		
Eligible for rehire? Yes [] No []		
Prior employer representative (name)		
Reference check performed by (name)		

DRIVER PRE-QUALIFYING DATA SHEET

Name of Applicant

Telephone Number

Age (Minimum 24)

Minimum 2 Years Experience? (In Last 4 Years)

Is License Suspended or Revoked? *

Ever Charged or Convicted of DWI or DUI? *

Ever Cited for Careless or Reckless Driving? *

Ever Cited for Leaving Scene of Accident? *

*****A "Yes" answer to any of the above disqualifies applicant*****

Moving Violations in Last 3 Years

Accidents in Last 3 Years

P/NP

Driver's License (State and Number)

Date of Birth

Social Security Number

Information Taken By

CREATING A COMPANY SAFETY POLICY

A safety policy is more than just a contingency against “the big accident.” It defines the role that safety will have in the overall operation of the company.

You can read about the large fines levied against companies that did not abide by the Federal and/or state laws and regulations. A clearly defined policy will help the company live by the rules and will let the drivers (and all other employees) know you expect them to follow all regulations.

As with the written hiring criteria, the safety policy should be copied on letterhead paper, signed by the president, and framed and displayed in several locations at the company.

A sample policy is on the next page.

COMPANY SAFETY POLICY

TO: ALL EMPLOYEES AND DRIVERS

RE: STATEMENT OF COMPANY SAFETY POLICY

The profitability of our operation depends directly on our ability to control losses. Accidents that result in injury or damage to property or equipment cause needless suffering and waste of assets.

Our responsibility as a company is to provide safe working conditions and equipment for all employees and to remind you of our sincere commitment to safe operations.

The employee's responsibility is to obey all rules and regulations and to perform your job in the safest manner possible.

Our policy is as follows:

1. The safety of the public, the employees, and the company is our paramount concern. Every attempt will be made to reduce the possibility of accidental occurrences.
2. Safety shall always take precedence over expedience and shortcuts.
3. The company is fully committed to compliance with all Federal, state and local safety regulations and ordinances.

We encourage all to develop and demonstrate an attitude that will reflect this policy and we expect all employees to observe the safety rules at all times.

Your cooperation will be appreciated.

TRAINING

METHODS

All educational experts agree that "listening, seeing and doing" is the most effective way of learning. The student must be an active participant in the process to retain the information given. A lecture-only situation has only about a 10% retention rate!

Training should be as enjoyable and as stimulating as possible to aid in the understanding and absorption of the material. Posters on the wall, flip charts or chalkboards, audio-visual presentations, handouts and exercises all contribute to a meaningful orientation.

LOCATION

Is your orientation conducted by someone who is also answering the phone, talking to other applicants, taking an accident report, or working with another driver? Continuous distractions affect the new driver's attention span and will cause a lower rate of information retention.

Your training area should be out of the mainstream of traffic. If possible, set aside an area where the material can be presented in a quiet, undisturbed manner. If your company is large enough to have its own training room, consider yourself very fortunate.

A comfortable seat and a writing surface are important. Surplus school-type desks can easily be obtained for a reasonable price. If training a group of new employees, a paper flip chart or chalkboard and an enlargement of a sample log should be used (if required), installed where all trainees can see.

AUDIO-VISUAL EQUIPMENT

In recent years, a revolution in audio-visual equipment occurred. Not so long ago, a slide projector was considered the ultimate in training. Later, a program that included synchronized audiotapes that carried a signal to change the slides was the epitome of training technique.

Now, the videocassette recorder (VCR) and monitor have become the standard for training in companies of all sizes. Many companies also have their own camera and prepare specialized tapes for their particular operation. The cost of a "playback only" VCR is very reasonable and may be used with a monitor (a TV without a tuner) or a standard television set. There are several manufacturers that combine the TV and VCR into one, easy to use, portable unit.

What is best? The answer will depend partly on the number of drivers you are training. If your company rarely has more than one new driver at a time and training can be one-on-one, no equipment may be needed. On the other hand, if your company regularly trains several drivers at a time, a larger monitor (than that of the combination unit) may be required to allow all trainees to see the programs.

“CANNED” PROGRAMS

At this time, there are many good off-the-shelf programs available that can be used to train your drivers, either as a complete program or incorporated into your own presentation. Several different producers are making programs that are professionally done, technically correct, and present the facts in a manner that the driver can readily understand.

The price of these materials is down considerably from that of film just a few years back. In fact, several different programs can now be purchased for what a single film cost just a short time ago.

You may want to consider making your own tape. The president of the company should speak to all new drivers, but may not always be available. A videotape can welcome the new hires, give a short history of the company, and provide an overview of the company and its goals.

If you don't have a video camera, they can usually be rented in most areas. They are easy to use, fully automatic, and will produce a high-quality master tape.

Many manufacturers and suppliers will supply you with videotapes concerning their respective products. Engine manufacturers, tire companies, brake companies and others have free or low-cost tapes demonstrating the best use of their products.

HANDOUTS

It is strongly suggested that drivers receive copies of all pertinent paperwork. You may want to include the samples in a driver's manual. Include a log, a recap of hours worked, a trip report, a tally sheet, a payroll sheet and/or any other paperwork specific to your company. After an overview of the requirements, an excellent training exercise is to have the new drivers complete, on their own, sample paperwork for your review.

Be sure to provide drivers with all telephone numbers and the time of day when they are to be used.

Remember that FMCSR 382.601 requires the distribution of specific information regarding the company's drug and alcohol testing program, *before* testing occurs.

DRIVER'S MANUAL

Written policies are generally preferable to verbal policies. By giving your instructions to the drivers in writing, there is less of an opportunity for miscommunication. It also lets the employees see how seriously the company regards its policies and procedures. *It is recommended that the company obtain the employee's signed and dated verification that the manual was received.*

At the conclusion of this guide is a sample driver's manual. This sample was created with the average operation in mind. However, due to the diversity of transportation operations, there are certain sections that you will have to customize to your particular company.

THE ORIENTATION PROGRAM

INTRODUCTION

All right, you say. We have hired the right person. We have tested, checked the MVR, spoken to references and completed all the required paperwork. We have established a time, place and location for training, and selected materials that meet our company requirements.

We are finally ready for orientation!

The following program was written for the "average" operator. Topics may not be applicable to all companies and should be revised accordingly. The corresponding section in the Driver's Manual also may have to be altered to reflect any changes that you make to the program.

PARTICIPANTS

If possible, someone from each department should take part in the orientation. Trainees will remember the material better if the speakers are changed. Typically representatives from Payroll, Operations, Maintenance, Personnel/Human Resources, and Safety present information to the new drivers. The presenters should have the training, experience and authority to answer all questions.

In a small company, the Safety Director, a manager or even a dispatcher may have to cover all the subjects. Your company's particular situation will determine how this is carried out.

When a department spokesperson makes a presentation, the speaker should have an outline or guide even though he or she may know the information well. This will prevent the orientation from being "off the cuff." It is much too easy to forget an important segment. The driver should never legitimately be able to say, "You didn't tell me that."

SCHEDULE

You should have a schedule that notes the time allotted to each topic. A sample schedule follows. Of course, each operation should adjust the timetable to suit its own needs.

ORIENTATION TRAINING SCHEDULE

8:00	-	9:00 a.m.	Complete paperwork
9:00	-	10:00 a.m.	Log training videos / Log exam
10:00	-	10:15 a.m.	Break
10:15	-	11:00 a.m.	Dispatch
11:00	-	12:00 a.m.	Maintenance
12:00	-	1:00 p.m.	Lunch break
1:00	-	2:00 p.m.	Payroll
2:00	-	3:00 p.m.	Personnel
3:00	-	3:15 p.m.	Break
3:15	-	5:00 p.m.	Safety

LOGS AND LOG TRAINING

If your operation falls under USDOT log-keeping requirements, this is the time either to administer the log test or to go over the test with the new driver if it was given earlier.

In your discussion of logging and log techniques, here are some topics you should cover:

1. The ten-hour rule
2. The fifteen-hour rule
3. Either the 60 or 70 hour rule
4. Showing the daily motor vehicle inspection
5. Loading and unloading time as ***ON DUTY, NOT DRIVING***
6. Keeping logs current
7. When logs are due in office
8. Miles driven
9. Being neat
10. Being accurate as to location. DOT often checks location logged against fuel tickets, inspections and accidents
11. Demonstrate how to do a recap of hours worked

Several companies manufacture a large model of a log page that can be mounted at the front of the classroom. It is recommend for your purchase and use for instructing drivers in log usage.

DISPATCH AND OPERATIONS

Standard operating procedures should be explained in this portion of the orientation, such as:

1. Type of dispatch (zone, fleet manager, etc.)
2. Check calls. When dispatch is available. Night dispatch hours, if any
3. Emergency numbers for nights, holidays and weekends
4. Loading and unloading
5. Fueling
6. Obtaining authorization for overtime, expense, repairs, etc.
7. Company dress code
8. On-the-job injuries
9. Citations / Tickets

MAINTENANCE

Maintenance is a major expense for any transportation company. Every possible effort must be made to reduce and hold down maintenance costs. Items covered under this topic may include:

1. Procedures for on-the-road breakdowns
2. Tire purchase procedures when on the road
3. Preventative maintenance schedules
4. Brake adjustments
5. Lights, radios, CB radios, radar detectors, etc.
7. Repairs at the terminal
8. Flat run tires
9. Daily vehicle inspections
10. Abuse of equipment
11. Cleanliness of equipment

PAPERWORK

In this portion of orientation, you will need to review what is required in the way of paperwork. The driver must understand fully what is needed so that records are correct and on time.

Distribute properly completed reports to the drivers to use as examples. You may want to include them in the Driver's Manual.

Items that should be explained in this portion of the program could include:

1. Tally sheets
2. How to complete a trip envelope
3. Fuel purchases
4. Repairs
5. Deadlines
6. Per Diem pay
7. Advances
8. Citations

Many companies do not pay the driver until the paperwork is in the office and is correct. This seems like a good idea but if your routing or dispatching plan does not accommodate this policy, you can have real trouble. Imagine that the new driver comes to work, is qualified, and sent on the first run. The trip is completed and the paperwork sent in to the office. It misses the cutoff by a day or so. In checking all the items, you find that the trip report is not filled out correctly and you hold the check until the driver is back in the office to fix it. The driver comes in at the end of the next week, just past the payroll cutoff date. You sit down, go over the mistakes and get them corrected. You finally submit the trip envelope to payroll and, at the end of the next week, the driver gets the first check.

PAPERWORK, cont.

How much time has elapsed in the meantime? Maybe two, three, or even four weeks from the time the driver came for the job until the first check comes. In some states, this may be a violation of the law. Equally as important is the possibility that you won't ever get a chance to correct the situation. The driver will usually quit and the message will go out over the radio that "you sure don't want to work for XYZ Company. It took me four weeks to get my first check." Now, you not only have to hire another driver to fill the empty vehicle but you may have greatly reduced your chances of attracting quality drivers.

PAYROLL & PERSONNEL

All policies regarding pay, benefits, time off, and other items associated with the Personnel Department should be thoroughly explained. Topics may include:

1. Pay
2. Reimbursements
3. Insurance
4. Expenses
5. Layover/loading/unloading/stop off pay
6. Reimbursement for physical and drug screen
7. When the normal payday is and when the paper work deadline is for the driver to be paid on the next payday
8. When the driver can expect the first paycheck
9. Signed sheet from driver stating who can pick up the payroll check, if applicable

Answer all questions from the drivers carefully. Many drivers will leave a company because they do not understand the payroll system and the first check does not arrive when it is expected.

SAFETY

The last presentation, and probably the most important, is the Safety Department. This can round out and sum up all the other presentations and field any questions by the drivers.

The next list is by no means all inclusive of the items that should be discussed. A complete list could probably never be compiled. There would always be something extra that could be added to the program.

SAFETY, cont.

At a minimum, the presentation should include the following:

1. What to do in case of an accident
2. Probation period
3. Drugs and alcohol
4. Citations
5. Parking of equipment
6. Last year's accident experience
7. Logs and hours of services
8. Reporting of citations
9. Safety meetings
10. Accidents to be judged preventable / non-preventable
11. Conduct at customer's location

Driver's Manual

DRIVER'S MANUAL

This handbook is presented as a general guide to the rules and regulations of our company. The rules are designed for our company to be a safe and profitable company.

We need to provide quality service for quality customers through quality employees. Our customers require and deserve good service. They also want to be treated with respect, want us to appreciate their business and want a positive response when they have a problem.

Let's all become members of a team that goes beyond the expectations of our customers. Remember... **T**ogether, **E**veryone **A**chieves **M**ore!

Thank you for your participation in our team effort.

Regards,

President

You are a professional driver in an industry that is fiercely competitive. Our efforts plus your efforts will make us a successful team.

WELCOME

LOGS AND LOG TECHNIQUES

1. You are to drive only ten hours without taking a break. Your break must be eight consecutive hours or can be broken into two periods that total eight hours, with one of the periods to be at least two hours long. We do encourage you to take eight consecutive hours off.
2. You are not permitted by Federal regulations to drive after you have been on duty for more than fifteen (15) hours. The time is calculated by adding line three (*DRIVING*) and line four (*ON DUTY- NOT DRIVING*) on your log. If the total is fifteen hours or more, you cannot drive. You may work more than fifteen hours, but you cannot drive after line three (3) and line four (4) together equal fifteen hours.
3. You must do a motor vehicle inspection each day and show it on your log.
4. Logs must be current to the last duty change.
5. Logs are due in the office when the other paperwork from the trip comes in. We realize you may be one day behind, so we expect you to turn in that log with the next trip report. All logs will be submitted up to the current date whenever you are at the terminal. You will not be dispatched until all logs are current.
6. Be sure to enter the miles driven each day. Take an odometer reading at the beginning of the driving period.
7. Be sure your logs are neat and are easily read. If you make a mistake, void the log and start over on the next page.
8. Log recaps are required. We will ask you how many hours you are available to work and we expect an accurate, verifiable answer.

DISPATCH AND OPERATIONS

1. In our company, when you are at the terminal, you are subject to a first in-first out type of dispatch. Sometimes we will give you a choice of trips. If you are on the road, the dispatchers will attempt to find a trip in your geographical area. If you turn down a trip, you will go to the bottom of the dispatch board. We will require you to take a trip if you are the only vehicle at the terminal. You must take the next trip that becomes available after turning down the first trip.
2. You must call in when you are loaded and when you get unloaded. You will be given a card with all necessary phone numbers on it. Assigned personnel handle after-hours calls. Emergency, after-hours calls should be directed to the proper personnel in the order in which they appear on the list of numbers.
3. The same procedures apply for calls to be made on weekends.
4. You will be issued a list of authorized fuel stops.
5. Reimbursement for ***APPROVED EXPENSES*** will be made upon receipt of the appropriate invoices or tickets and will be included in the next paycheck. They are to be sent in with the trip report on which they were incurred. Reimbursable expenses include items such as tolls, approved repair, approved tire repair and purchases, and approved fuel purchases.
6. As a representative of our company, we will require you to present the company in the best manner possible to customers, law enforcement agencies and the general public. In keeping with this philosophy, we have set certain dress standards for all employees who hold a driving position.
 - A. Personal hygiene is imperative. Hair and clothing must be neat and clean when picking up passengers.
 - B. Hair, beards and mustaches must be kept trimmed and neat.
 - C. Approved uniforms must be worn at all times while on duty.
7. If you are injured on the job or receive a citation of any type, you are to notify the company IMMEDIATELY.

MAINTENANCE

1. Over-the-road breakdown: call the company first before any work is done. We will instruct you where to go and what to do.
2. Tire purchases: call the company first. We will tell you where to go for tire replacement. We will instruct you as to whether to turn the tire in or to bring it to the company shop.
3. Preventative maintenance is performed on vehicles in accordance with the manufacturers' recommended schedules. Dispatch will keep you informed when the services are necessary.
4. No holes of any sort are to be drilled or made in company equipment. Do not attempt to modify any of the radio equipment.
5. When you have a repair that needs to be made at the terminal, notify maintenance as soon as you enter the yard.
6. The company requires daily vehicle inspections. As a driver, you are the key person in our company maintenance program. You are responsible to report all maintenance and service.
7. You are expected to keep the inside of your vehicle clean and neat at all times.
8. Drivers who abuse equipment will be subject to disciplinary action and may be terminated.

PAYROLL & PERSONNEL INFORMATION

1. We must have a receipt for each fuel purchase, and we must have a receipt for repairs that have been authorized on the road. Any item not accompanied by a receipt will not be reimbursed.
2. Pay periods run from Monday to Sunday night at midnight. Paychecks are issued each Friday. Cutoff time for paper work is 2:00 p.m. Friday. Any paper work received after that time will be paid the following week.

INCOMPLETE PAPERWORK WILL NOT BE PAID.

3. Advances in the amount of \$ per week can be drawn against your paycheck. This should be sufficient for your incidental expenses for the operation of the vehicle. You will be reimbursed for approved expenses. Any amount greater than \$ must be approved by the president of the company. We urge you not to draw any more money than absolutely necessary.
4. You should receive your first paycheck at the end of the second week you are employed. Payroll is computed on a weekly basis.
5. You will receive additional pay only as approved by dispatch.
6. Advances are deducted from your paycheck and then reimbursable items are credited back to the paycheck.
7. Our company does not pay layover pay except in certain instances. You will be informed by dispatch of those instances. Otherwise, you will not be reimbursed for unauthorized hotel rooms, meals, or other extra expenses.
8. The company will reimburse you for the cost of the physical and the drug screen after you have been employed for six continuous months.
9. If you would like someone else to pick up your check, we must have a signed authorization from you before you leave. We will not give out checks without this authorization.

COMPANY POLICIES

1. You are in an introductory status for a period of ninety days from the date of hire.
2. Drug abuse and alcohol misuse is strictly against company policy. Anyone testing positive for illegal drug or alcohol consumption, or found with illegal drugs or alcohol on company property, will be subject to termination.
3. Most citations are the responsibility of the driver. You are required to report any citation you receive to the company as soon as possible.
4. All equipment is to be parked only at authorized locations. No equipment is to be taken home without permission from dispatch.
5. All drivers are required to be familiar with applicable state laws and Federal Motor Carrier Safety Regulations and to obey all rules and regulations.
6. Safety meetings are held on a quarterly basis. If you are not on a trip, you are expected to attend.
7. All accidents are judged preventable / non-preventable by management.
8. As a representative of our company, you are to conduct yourself in an acceptable manner at all times. Horseplay, abusive language, harassment and other types of unprofessional conduct will not be tolerated.
9. If you are injured on the job, it must be reported *immediately* to the company.

MOTOR VEHICLE ACCIDENTS

Certain procedures must be followed if you are involved in an accident:

- A.** Turn off the ignition to prevent fires.
- B.** Get your triangles out as soon as possible.
- C.** Obtain first aid. Render any possible assistance you are capable of performing to persons injured in the accident. ***DO NOT MOVE THE SERIOUSLY INJURED UNLESS THEY ARE EXPOSED TO DANGER.***
- D.** Notify the nearest police department or highway patrol office. Request EMT assistance if there are injuries. If there is not a phone available, have someone call for you.
- E.** Obtain all pertinent information. Use the accident reporting kit we have supplied to you. Be sure to include all details. Get the time, date, exact location, names and addresses of other drivers, passengers, and witnesses. Be sure to get the other driver's license number and liability insurance carrier and the license numbers of all other drivers involved. ***BE SURE TO GET THE INVESTIGATING OFFICER'S NAME & BADGE NUMBER.***
- F.** Report the accident to dispatch using the correct telephone number.
- G. *DO NOT ADMIT LIABILITY.*** This is the job of our insurance company. Be polite; give your name, the company's name and your driver's license number.
 - ***DO NOT MAKE ANY STATEMENTS ABOUT WHO WAS AT FAULT IN THE ACCIDENT.***
 - ***DO NOT MAKE ANY STATEMENTS ABOUT SETTLING THE ACCIDENT.***
- H. *BE COURTEOUS WITH EVERYONE.***

If you are arrested, ask at once for permission to call the company. Do not pay any tickets or sign paperwork unless you are advised to do so by an authorized company representative. Do not leave the scene of the accident until you are instructed to do so by the police officer in charge of the scene.