

PAYNE TRANSPORTATION LTD

EMPLOYMENT STANDARDS

HIRING PROCEDURES

1) MINIMUM REQUIREMENTS

CRITERIA FOR INITIAL REVIEW OF PROSPECTIVE APPLICANT

- Must be at least 21 years of age
- Two (2) years 5 axle (or more) Tractor/Trailer experience (International Preferred)
- Valid Class 1 driver's license for Province of Residence
- Has not been disqualified from driving in the previous 3 years for one of the following reasons (or must have had License Reinstated for at least three years from Reinstatement Date):
 - (i) a .08 or any impairment Related (i.e. Fail to blow, or 24 hr. Prohibition) charge resulting in driver's license suspension
 - (ii) an accumulation of demerit points resulting in driver's license suspension
- An abstract must accompany the application and be reasonably clean, (maximum of 6 points and/or 2 offenses in the past 2 years.) The abstract must be an original and current within 30 days. (Abstract **must** account for the previous 3 years of driving record. If applicant has resided in more than (1) province at any time within the previous 3 years, and has been granted a driver's license by more than one province, he must furnish this carrier with a driving record (abstract) from each of those provinces, OR, a response from the province showing "no driving history exists." This shall become part of the driver's qualification file if hired.)
- Provide a criminal record search (Current within 30 days)
- Have border crossing privileges. (Canada – U.S.) (Current within 30 days)
- Must be bondable
- Physically qualified (refer to section 391.41 of the Federal Motor Carrier Safety Regulations.)
- Applicant must consent to a drug dependency test as administered by a company appointed clinic.
- Must sign previous employer information form for Alcohol and Controlled Substance testing.

Once the “Hiring Package” has been completed, the application, abstract and reference checks will be forwarded to Winnipeg for review by the Safety Department. Pierre Bonneville or Thomas McKee will review the application to determine whether or not the applicant meets our hiring criteria. Should the applicant not qualify, he will then be informed using the following phrase: **You do not meet our hiring policy.**

Should the individual meet our criteria, the applicant will then be sent for a pre-employment drug test. Once results are returned negative, the truck and trailer licensing for an owner/operator will commence. After the vehicle is licensed, the driver or drivers will then be sent to Winnipeg for orientation.

2) OWNER OPERATOR EQUIPMENT

a) POWER UNITS

If prospective applicant is applying for the position of “owner-operator”, check the following criteria for the power unit:

- Four (4) years old or newer “preferred”. (Exception - any unit 5 years and older MUST have been owned by the applicant for a minimum of ½ the age of the truck.
- Maximum wheel base = 244 inches
- Current C.V.I.P. (Commercial Vehicle Inspection Certificate) (current meaning within 6 months.)
- Must be equipped with:
 - i) Front wheel brakes
 - ii) Engine brake (Jacob, etc.)
 - iii) Power unit tare weight for:
 - VANS MAX – 19,500 lbs. **100 Gallons of fuel**
 - FLATS MAX – 21,500 lbs. **(Full Equipment & 100 gallons fuel)**

Must be able to load 46,500 lbs.

b) TRAILERS

- Check with Winnipeg prior to any commitments.
- Flat deck or drop deck
- ONLY 48 foot or 53 foot trailers
- Tare weights for trailers...
 - ❖ a combination weight (tractor and trailer) not to exceed 33,000 pounds
 - ❖ (Capable of handling 46,500 pounds of cargo.)

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LICENSING PROCEDURES

After you have gone through the preliminary hiring procedures with a new hire and you know for sure that you will hire this leased operator, you should pull out a **Hiring Kit** and go over every item on the checklist to make sure that the new hire has brought you everything you will require to license a unit.

The following is a list of items that the new leased operator will have to supply:

- 1) Copy of CURRENT SAFETY INSPECTION, **MUST** have been done within the last 6 months – **NO EXCEPTIONS.**
- 2) Copy of the BILL OF SALE or COMPLETE LEASE CONTRACT, if vehicle is leased. (Be sure they are signed by both parties.)
- 3) ORIGINAL of the NVIS card. This applies to brand new units that have not been previously registered. (The dealer can supply this.)
- 4) If the vehicle has been previously licensed, we require a copy of the LAST BASE PLATE REGISTRATION & “HOST” JURISDICTION REGISTRATION.
- 5) Copy of user fee decal certificate for the current year.
- 6) Copy of the current U.S.A. FEDERAL HIGHWAY USE TAX PAID if the unit was previously running into the U.S. (July 1 – June 30 yearly).
- 7) Copy of the Incorporation Documents if the vehicle is to be licensed in a company name.

LICENSING PROCEDURES – PAGE 2

You are now ready to complete the remainder of the paperwork in the HIRING KIT.

- 1) EQUIPMENT SPECIFICATIONS – SCHEDULE “E” **MUST BE COMPLETED BY MANAGER / INTERVIEWER ONLY.** Ensure everything is completed, including G.S.T. number, King Pin Setting is the same as 5th wheel height. If you are unsure on any of the information required, contact Pierre Bonneville or for assistance.
- 2) CONTRACTS (1) – SIGNED ONLY by the Leased Operator and witnessed by you. Please make sure you double check both sides of ALL pages.
- 3) Complete the DIRECT DEPOSIT form and attach a VOID CHEQUE.
- 4) Check for HOLDBACK – minimum \$500.00 for opening balance.

LICENSING PROCEDURES PAGE 3

If you are doing paperwork on a **TRADE**, we will require the following:

- 1) Copy of the B.O.S. or Lease Agreement.
- 2) ORIGINAL NVIS card if new vehicle.
- 3) TRACTOR QUESTIONNAIRE, completed by Manager/Interviewer.
- 4) HAULING CONTRACT – Signed and witnessed only.
- 5) Complete licensing Binder, as well as any licensing that has not been put on the truck, must be returned.
- 6) Return MB plate, only if it needs replacing, and return Oregon weight receipt if licensed for the U.S.A.