

EMPLOYMENT STANDARDS

HIRING PROCEDURES

Eligibility Requirements

1. Age: Minimum 21 years old.
2. Experience: Two years with 5-axle (or more) tractor/trailer combinations (international experience preferred).
3. License: Valid Class 1 driver's license for province of residence.
4. Driving Record:
 - No disqualifications within the past 36 months due to:
 - a) Impairment-related offenses (e.g., BAC \geq .08, refusal to provide breath sample, 24-hour prohibition).
 - b) License suspension from demerit point accumulation.
 - If previously disqualified, license must be reinstated for at least three years.
5. Driving Abstract:
 - Maximum 6 points and/or 2 offenses in the past 24 months.
 - Original document dated within 30 days.
 - Must cover previous 3 years of driving history.
 - Multiple provincial abstracts required if applicant held licenses in different provinces.
6. Criminal Record: Clear background check (dated within 30 days)
7. Border Crossing: Valid Canada-U.S. crossing privileges (verified within 30 days)
8. Bonding: Must be bondable
9. Physical Qualifications: As per Federal Motor Carrier Safety Regulations, section 391.41
10. Substance Testing:
 - Consent to company-administered drug dependency test
 - Signed release for previous employer alcohol and controlled substance testing information

Application Process

1. Submission of completed "Hiring Package" to Safety Department, Winnipeg
2. Review of application, abstract, and references by personnel in the Safety Department
3. Notification of disqualified applicants: *"You do not meet our hiring policy"*
4. Pre-employment drug screening for qualified candidates
5. Upon negative test results:
 - Vehicle licensing procedures for owner/operators
 - Mandatory orientation in Winnipeg

OWNER/OPERATOR EQUIPMENT STANDARDS

POWER UNITS

Age and Ownership Requirements

- Preferred age: 4 years or newer
- Units 5 years or older must have been owned by the applicant for at least half the vehicle's age

Technical Specifications

- Maximum wheelbase: 244 inches
- Mandatory equipment:
 1. Front wheel brakes
 2. Engine retarder system (e.g., Jacob brake)

Weight Limitations

- Van configurations: 19,500 lbs maximum (including 100 gallons of fuel)
- Flatbed configurations: 21,500 lbs maximum (including full equipment and 100 gallons of fuel)

Cargo Capacity

- Minimum load capacity: 46,500 lbs

Inspection Requirements

- Current Commercial Vehicle Inspection Certificate (CVIP), issued within the last 6 months

Trailers

Configuration Options

- Flat deck, drop deck & double drop deck

Length Specifications

- Acceptable lengths: 48 feet or 53 feet only

Weight Restrictions

- Combined tractor and trailer weight: Not to exceed 33,000 lbs
- Cargo capacity: Must handle 46,500 lbs minimum

Important Note

- Consult with Winnipeg office prior to making any commitments regarding trailers

LICENSING PROCEDURES FOR NEW LEASED OPERATORS

REQUIRED DOCUMENTATION

1. Current Safety Inspection Certificate

- Must be issued within the last 6 months (no exceptions)

2. Ownership/Lease Documentation

- Copy of bill of sale or complete lease contract
- Ensure all documents are signed by both parties

3. Vehicle Registration

- For new, previously unregistered units: Original New Vehicle Information Statement (NVIS)
- For previously licensed vehicles: Copies of last base plate registration and "host" jurisdiction registration

4. Regulatory Compliance

- Copy of current year user fee decal certificate
- Proof of U.S. Federal Highway Use Tax payment (if previously operated in the U.S.)
- Valid from July 1 to June 30 annually

5. Business Documentation

- Copy of incorporation documents

Administrative Procedures

1. Equipment Specifications

- Schedule "E" to be completed by manager/interviewer only
- Ensure all fields are filled, including GST number and king pin setting
- Contact the safety department for assistance if needed

2. Contract Execution

- Contracts to be signed by the leased operator and witnessed by the hiring manager
- Verify all pages, including reverse sides

3. Financial Setup

- Complete direct deposit form with a voided cheque attached
- Collect holdback check (minimum \$500 for opening balance)

Important Notes

- Utilize the Hiring Kit checklist to ensure all required items are collected
- Double-check all documentation for completeness and accuracy
- Consult with Thomas McKee or appropriate personnel for any uncertainties