



MANNEY TRANSPORT LTD

DRIVER'S APPLICATION FOR EMPLOYMENT

(ANSWER ALL QUESTIONS- PLEASE PRINT)

In Compliance with federal and state equal employment opportunity laws, Qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age marital status, or the presence of a non-job related medical condition or handicap.

Date of Application _____

Position(s) applied for _____

Name _____ Social Security# _____

Address _____

Address (for past 3 years) _____

Date of Birth _____ Can you provide proof of age _____ Yes _____ No, Are you a US Citizen _____ Yes _____ No.

In case of emergency Notify _____

Have you worked for this company before? _____ Yes _____ No , if yes Where ? _____

Dates from : _____ to : _____, Rate of Pay _____ Position _____

Reason for Leaving _____

Are you now Employed _____ Yes _____ No, if not, How Long since Leaving Last Employment? ? _____

Who referred you _____ Rate of pay expected _____

PHYSICAL HISTORY

NOTICE: A DRUG TEST IS A PART OF OUR PRE-EMPLOYEMENT PHYSICAL

List any handicap that prevents you from doing certain kind of works _____

Are you physically capable of heavy manual work _____ Yes _____ No, Ever injure on the job _____ Yes _____ No,

Give nature & degree of such injuries _____

How much time lost from work in past three years for illness _____

How much time from work in past three years for illness _____

Would you be willing to take a physical examination _____ Yes _____ No?



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PHYSICAL HISTORY

All Driver applicants to drive in interstate commerce must provide the following information on all employers during the preceding 3 years. Applicants to drive a commercial motor vehicle * in intrastate or interstate commerce shall also provide an additional 10 years information on those employers for whom the applicant operated such a vehicle.

Last Employer Name: _____

Address: _____ Phone _____

Position held _____ from: _____ to: _____,

Reason for leaving _____

Second Employer Name: _____

Address: _____ Phone _____

Position held _____ from: _____ to: _____,

Reason for leaving _____

Third Employer Name: _____

Address: _____ Phone _____

Position held _____ from: _____ to: _____,

Reason for leaving _____

Employer Name: _____

Address: _____ Phone _____

Position held _____ from: _____ to: _____,

Reason for leaving _____

Employer Name: _____

Address: _____ Phone _____

Position held _____ from: _____ to: _____,

Reason for leaving _____



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*Includes vehicles having a GVWR of 26001 lbs., or more, vehicles designed to transport 15 or more passengers, or any size vehicle used to transport hazardous materials in a quantity requiring placarding.

ACCIDENTS RECORD FOR PAST 3 YEARS OR MORE (ATTACH SHEET IF MORE SPACE IS NEEDED)

Dates	Nature of accidents (Head-on, Rear-End, Upset, Etc)	Fatalities	Injuries

ACCIDENTS RECORD FOR PAST 3 YEARS OR MORE (ATTACH SHEET IF MORE SPACE IS NEEDED)

Location	Date	Charge	Penalty

EDUCATION

Circle highest grade completed:

High school:

College:

Last school Attended _____

EXPERIENCE & QUALIFICATIONS- DRIVER

	State	Licenses No	Type	Expiration Date
Driver				
Licenses				

A. Have you ever been denied a license, Permit or privilege to operate a motor Vehicle. ____ Yes ____ No,

B. Has any License permit or privilege ever been suspended or revoked. ____ Yes ____ No,

IF THE ANSWER TO EITHER A OR B IS YES, ATTACH A STATEMENT GIVING DETAILS

Class of Equipment	Type of Equipment (VAN, TANK, FLAT. ETC)	From	To	Approx. no . of ML/KM (Total)
Straight Truck				
Tractor & semi-Trailer				
Tractor – Two Trailers				
Others				

List States operated in for the last five years _____



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EXPERIENCE & QUALIFICATIONS- OTHERS

Show any trucking, transportation or other experience that may help in your work for this company _____

List courses and training other than shown elsewhere in this application _____

List special equipment or technical materials you can work with (other than those already shown) _____

TO BE READ AND SIGNED BY APPLICANT

This certifies that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as maybe necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the company, as permitted by law.

Date

Applicant Signature



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Process Record

Applicant Hired _____ Rejected _____

Date Employed _____ Point Employed _____

Department _____ Classification _____

(if rejected, Summary report of reason should be placed in file)

THIS SECTION TO BE FILLED IN BY RESPONSIBLE OFFICER OR COMPANY REPRESENTATIVE

	Superior	Good	Fair	Below Average	Poor	Written Record on File
1. Application						
2. Interview						
3. Past Employment						
4. Written Test						
5. Road Test						
6. Police/Traffic Rcd						

TRANSFRS

From _____ To _____ Date _____ Reason for Transfer _____	From _____ To _____ Date _____ Reason for Transfer _____
From _____ To _____ Date _____ Reason for Transfer _____	From _____ To _____ Date _____ Reason for Transfer _____

TERMINATION OF EMPLOYEMENT

Date Terminated _____ Dept. Released from _____

Dismissed _____ Yes _____ No, Voluntarily Quit _____ Yes _____ No, Others _____

Termination report placed in file _____ Yes _____ No, Supervisor _____



MANNEY TRANSPORT LTD

OPERATIONS POLICY / SAFETY MANUAL OWNER/ OPERATOR AND COMPANY DRIVER ACKNOWLEDGEMENT AND RECEIPTS

As a driver of Manney Transport Ltd. You are responsible to:

- Know where the registration and inspection papers are for the truck you drive
- Compare a trip inspection report before operating your truck each day
- Keep logbooks up-to-date, completely filled out, and easy to read
- Turn in trip inspection reports and logs with your paperwork after each trip
- Immediately report any truck defects to the mechanic
- Ensure the truck's brakes are always properly adjusted
- Drive courteously and responsibly within the speed limits at all times
- Understand that it is dangerous to drive when tired
- Comply with all hours of service regulation
- Call dispatch several times each day, so we know how you are doing
- Always call several hours before your scheduled appointment time if there is a possibility of being late
- Immediately report any accidents, convictions, or violations to dispatch
- Turn in a copy of each violation tickets, notice and order, and roadside inspection reports with your paperwork after your trip
- Report any suspensions you receive
- **Understand that using alcohol or drugs is not acceptable at any time when operating our trucks. Any infraction of this nature while employed by generic Transport Inc. will result in your immediate termination for cause.**
- Carry only authorize passengers
- Disciplinary Policy
- Report any change in your driving status to the company immediately

By Signing below, I hereby acknowledge receipts of the company Operations/Safety manual. I also Acknowledge that I'm required to read and make myself aware of all the policies and procedures contained in this manual. I also agree to follows all the company policies as outlined in this manual. Failure to do so may result in my termination from the company.

Signature of Owner/ Operator

Signature of Company Driver

Witness

Date

Discipline Policy as of JANUARY 01,2020



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The company discipline policy has sat down on 21st of October 2016 allows for training purposes as follows.

Prior to any documented warnings the company will allow 2 training sessions to be conducted by the company safety officer.

Following the training session, the company will implement,

2 **Letters of Expectations** regarding safety and compliance issues, logbook violations, traffic offences or inspection failures.

Failure to comply after training and letter of expectations the company will continue with the 5 step policy as defined.

1. First, verbal document warning.
2. Second written documented warning.
3. Third three-day suspension
4. Fourth one-week suspension
5. Termination

Signature of Owner/ Operator or Company Driver

Date



MANNEY TRANSPORT LTD

RECORD OF ROAD TEST

Position(s) applied for _____ Address _____

License No. _____ State _____ Equipment Driven: Truck Tractor _____ Trailer _____

For those items that apply, Checkmark if drivers performance is satisfactory, mark with an X if driver's performance is unsatisfactory. Explain unsatisfactory items under Remarks. Use not applicable (N/A) for items that do not apply

Part 1- PRE-TRIP INSPECTION AND EMERGENCY EQUIPEMENT

- Checks general condition approaching unit _____
- Looks for leakage of coolants, fuel, lubricants _____
- Check under hood-Oil, Water, general condition of engine compartment, steering _____
- Check around unit- Tires, Lights, Trailer hookup, brakes & light lines, body, doors, doors, horn, windshield wipers _____
- Tests Brake action, Tractor protection valve, and parking (hand) brake _____
- Check horn, windshield wipers, mirrors, emergency equipment; reflectors, flares, fuses, tire chains (if necessary), fire extinguisher _____
- Check dashboards warning lights for proper functioning _____
- Cleans windshield, windows, mirrors, lights, reflectors _____
- Reviews and signs previous report _____

Part 2- COUPLING AND UNCOUPLING

- Lines up units _____
- Connects glad hands to trailer to apply trailer brakes before coupling _____
- Connects glad hands & light line properly _____
- Couples with out difficulty _____
- Raises landing gear fully after coupling _____
- Visually checks king pin assembly to be certain of proper coupling _____
- Checks coupling by applying hand valve or tractor-protection valve (trailer air supply valve) & gently applying pressure by trying to pull away from trailer _____
- Assure that surface will support trailer before uncoupling _____

Part 3- PLACING VEHICLE IN MOTION AND USE OF CONTROLS

A. ENGINE

- Places transmission in neutral before starting engine _____
- Start engine without difficulty _____
- Allows proper warm-up _____
- Understands gauges on instrumental panel _____
- Maintains proper engine speed (rpm) while driving _____
- Does not abuse motor _____

B. CLUTCH AND TRANSMISSION

- Start Loaded unit smoothly _____
- Uses clutch properly _____
- Times gearshift properly _____
- Uses proper gear sequence _____

C. BRAKES

- Knows proper use of tractor protection valve _____
- Understand low air warning _____
- Tests Service Brakes _____
- Builds full air pressure before moving _____

D. STEERING

- Control steering wheel _____
- Good Driving posture and good grip on wheel _____

E. LIGHTS

- Know Lighting regulations _____
- User proper headlight beam _____
- Dim lights when meeting or following other traffic _____
- Adjusts speed to range of headlights _____
- Proper use of auxiliary lights _____

Part 4- BACKING AND PARKING

A. BACKING

- Gets out & checks before backing _____
- Looks back as well as uses mirror _____
- Gets out and rechecks conditions on long back _____
- Avoid Backing from blind side _____
- Signals from backing _____
- Control speed & direction properly while backing _____

B. PARKING (CITY)

- Dose not hit nearby vehicles or stationary objects _____
- Parks proper distance from curb _____
- Sets parking brake, puts in gear, chocks wheels, shuts off motor _____
- Checks traffic conditions and signals when pulling out from parked position _____
- Parks in legal and Safe location _____

C. PARKING (Road)

- Parks off pavement _____
- Avoid parking on soft shoulder _____
- Use emergency warning signals when required _____
- Secure Unit Properly _____



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Part 5- SLOWING AND STOPPING

- Use gears properly ascending _____
- Gears down properly ascending _____
- Stopband restarts without rolling back _____
- Test brakes before properly on grades _____
- Use brakes before properly on grades _____
- Use mirrors to check traffic to car _____
- Signal following traffic _____
- Stop smoothly without excessive Fanning _____
- Stop Sudden stops _____
- Stop before crossing sidewalk when coming out of driveway or alley _____
- Stop clear of pedestrian crosswalks _____

Part 6- OPERATING IN TRAFFIC PASSING AND TURNING

A. TURNING

- Signals intention to turn well in advance _____
- Gets into proper lane well in advance turn _____
- Check traffic conditions turn only when intersection is clear _____
- Restricts traffic from passing on right when preparing to complete right-hand turn _____
- Complete turn promptly and safely and does not impede other traffic _____

B. TRAFFIC SIGNS AND SIGNALS

- Approached signal prepared to stop if necessary _____
- Obey traffic Signals _____
- Uses good judgement on yellow light _____
- Start smoothly in green light _____
- Notices and heeds traffic signs _____
- Obeys "Stop" Signs _____

C. INTERSECTIONS

- Adjust speed to permit stopping if necessary _____
- Check for cross traffic regardless of traffic controls _____
- Yields right-of-way for safety _____

D. GRADE CROSSINGS

- Adjust speed to conditions _____
- Make safe stop, if required _____
- Selects proper gear & dose not shift rules governing grade crossing _____
- Knows and understand federal and state rules governing grade crossing _____

E. PASSING

- Passes with sufficient clear space ahead _____
- Does not pass in unsafe location: hill, curve, intersection _____
- Signals change of lanes _____
- Warns driver being passed _____
- Pulls out and back with certainty _____
- Does not block traffic with slow pass _____
- Dose not tailgate _____
- Allows enough room when returning to right lane _____

F. SPEED

- Speed consistent with basis ability _____
- Adjust speed properly to road, weather, traffic condition, legal limits _____
- Slow down for rough roads _____
- Slow down in advance of curves. Intersection etc _____
- Maintain consistent speed _____

G. COURTESY AND SAFETY

- Uses defensive driving Techniques _____
- Yields right-of-way for safety _____
- Goes ahead when giving right-of-way by others _____
- Does not crowd other drivers or force way through traffic _____
- Allow faster traffic to pass _____
- Keeps right and in own lane _____
- Uses horn only when necessary _____
- Generally courteous and uses proper conduct _____

Part 7- MISCELLANEOUS

A. GENERAL DRIVING ABILITY AND HABITS

- Consistently alert and attentive _____
- Adjust driving to meet changing condition _____
- Perform routine function without taking eyes from road _____
- Checks instruments regularly while driving _____
- Willing to take instructions and suggestions _____
- Adequate self-confidence in driving is not easily angered _____
- Positive attitude _____
- Good personal appearance, manner, cleanliness _____
- Good physical stamina _____

B. HANDLING OF FREIGHT

- Checks freight properly _____
- Handles and loads freight properly _____
- Handles bills properly _____
- Breaks down load as required _____

C. RULES AND REGULATIONS

- Knowledge of company rules _____
- Knowledge of regulations: federal, state, local _____
- Knowledge of special truck routes _____

D. USE OF SPECIAL EQUIPEMENTS(Specify)

REMARKS:

GENERAL PERFORMANCE: satisfactory _____ Needs training _____ unsatisfactory _____

QUALIFIED FOR: truck _____ Tractor-Semitrailer _____ Other(Specify) _____

Signature of Examiner

13F 652
(rev.5/02)



DRIVERS RESPONSIBILITY

1. A) DRIVERS TO TURN IN ALL ACCIDENT REPORTS
- B) VIOLATION TICKETS
- C) RANDOM VEHICLE INSPECTION REPORTS
- D) NOTICE AND ORDER

WITHIN 15 DAYS AS PER S.37.29

2. ALL LOG BOOK PAGES WITH TRIP INSEPECTIONS AT THE END OF EACH TRIP
3. ALL DRIVERS TO BTURN INTO THE OFFICE SCHEDULE A OR B MAINTENANCE REPORTS WITH INVOICE COPIES AND MONTHLY MAINTENANCE REPORTS FORM AT THE END OF EACH MONTH
4. A) ALL REGISTRATION
- B) ALL INSEPECTION REPORTS (FAILED OR PASSED)
- C) ALL DRIVER'S LICENCE RENEWALS TO BE TURNED INTO THE OFFICE WHEN RENEWED AS OF DIV .25 AND DIV 37.

DATE _____

DRIVERS PRINTED NAME _____

DRIVERS SIGNATURE _____

WITNESS _____



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CANADIAN DAILY LOGBOOK QUIZ

NAME _____

DATE _____

1. How many hours in a 24 hr. day are allowed to work including your restaurant stops and loading or unloading?
2. How many hours in a seven-day period are you allowed to be on duty?
3. How many hours are allowed to drive each day?
4. As well daily logs, what must a driver a driver have in their possession if he/she is inspected by enforcement officers on the highway?
5. When must a daily log be updated?
6. Do you need to fill out a log for off duty days?
7. When a driver works 8 hours within 160 kms of his/her home terminal in 24hr. period log and then, starts a highway trip, how many hours would the driver be entitled to drive that day ?
8. If inspected on the highway by enforcement officers, drivers must keep the current daily log and those for the preceding _____ calendar days in their possession while on the road ?
9. Daily logs must record the following information:
 - a) _____
 - b) _____
 - c) _____
 - d) _____
10. When must a driver fill out a log sheet and an inspection form?