



***Oak Harbor Freight Lines, Inc.***

***"Bringing Peace of Mind Since 1916"***

August 2016

## **Disclaimer**

Employees selected for and attending this Dock to Driver program are not guaranteed nor promised a driving position upon successful program completion. Terminal needs will dictate if and when a driving position will be offered.

Oak Harbor Freight Lines reserves the right to modify, suspend or cancel the Dock to Driver program at any time.

## **Dock to Driver Pre-amble**

This Driver Training program will pay attendees (herein known as Driver Candidate) their hourly wages while they participate in the OAK HARBOR FREIGHT LINES Dock to Driver program

It is understood the Driver Candidate must meet or exceed all minimum training standards that are taught in the classroom, through practical skills, and log a minimum of 100 hours of supervised driving.

Upon meeting the minimum required amount of documented driving hours (100 hours) and demonstrating the required skills, the Driver Candidate will be eligible to attend the next available Oak Harbor Freight Lines Inc. driving class (currently 4 days in either Portland or Sacramento). The Driver Candidate will be paid their hourly wage in addition to travel and per diem expenses covered by the company during classroom hours.

Upon completion and passing of the class, the Driver Candidate will be tested and monitored for one shift with a driver certifier (not his/her driver trainer) in a P & D setting at their home terminal. Upon passing this final review, Oak Harbor will facilitate the Driver Candidate in obtaining their CDL at a local CDL office or by paying for third party certification.

## **Selection Process and Initial Criteria**

### **Phase 1: To be considered for this program the employee must complete steps 1-6**

1. Candidate must be a current Oak Harbor Freight employee
2. Be employed at least 6 months with Oak Harbor prior to selection
3. Prepare and submit Dock to Driver application
4. Apply on line for Drivers position at their respective terminal-reviewed and cleared by Safety Dept.
5. Have a favorable written recommendation prepared by current manager or supervisor. If current manager has managed employee less than 90 days the previous manager/supervisor also must prepare a written recommendation
6. Be hostler certified per Oak Harbor Policy 600.95

### **Phase 2: Once approved by HR - Driver Candidate must complete steps 7-11 prior to training**

7. Has obtained CDL learners permit, (with Doubles/Triples endorsement) HM (H) and Tanker (N) or (X) endorsement(s) will be required post-program on Permanent CDL License (It is recommended Driver Candidate begins his TSA clearance as soon as possible)
8. Obtained a DOT physical (company paid).
9. Have completed the following Learning Center courses:
  - Hazcom/Global Harmonization
  - Forklift Safety Training
  - Hazmat
  - P&D Orientation 1 and 2
  - P135.1 Bill of Lading, Hazmat
  - Safety Basics
10. Passed DOT Pre-Employment Drug Screen
11. Completed DOT required Documents

## **Disqualification from Program**

**A driver candidate will be disqualified and removed from this program if any of the following events occur:**

1. Candidate is involved in a preventable accident/incident
2. Fails to meet training standards as documented in Daily Observation Reports
3. Fails to attend all required classroom training,
4. Violation of company policy and procedure(s)

*Candidates that are disqualified or voluntarily separate from the program are not guaranteed continued employment with Oak Harbor.*

*A disqualified employee may reapply for this program six months after the date of disqualification.*

## **Training Provided**

**On-Road Time-100 hrs will include at a minimum observed/demonstrated training in:**

- Surface Street driving
- Freeway driving
- Mountain/grade driving if applicable and available
- Trailer drop and picks
- Live delivery and pick-up-customer interaction
- Doubles operations (individual terminal needs/discretion)
- Lift gate operations

**The Class will include but is not limited to instruction in:**

- 5th Wheel Mechanics
- Accident Procedures
- Distracted Driving
- Down Hill Braking
- Driving Skills
- Drug and Alcohol Regulations/Testing
- Entry Level Driver Training
- Hazardous Materials
- Hours of Service
- OAKH Accident Statistics
- OAKH Driver Handbook
- Pre and Post Trip Inspections
- Value Driven Driving
- Smith System
- Backing
- Injury Prevention
- Smith Test and Crash Critique
- Winter/Bad Weather Driving
- Customer Service/Sales
- Brake Systems
- Breakdown Procedures
- Controls and Gauges
- Credentials, Permits and Transponder
- Tire Chains