

BULLET EXPRESS INC.

# Bullet Express Inc.

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Driver Application

# Driver File Checklist

## Required Documents

- ☐ Driver License Disclosure (obtained at time of hire)
- ☐ Initial Driver Abstract (obtained at time of hire)
- ☐ Disclosure of convictions and accidents (two years)
- ☐ Annual Driver Abstract (obtained within 12 months of the previous abstract date)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Record of Annual Driver Review (must be completed within 30 days of the driver abstract date)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Copy of current, valid Dangerous Goods Training Certificate **and** copies of training materials, statement of experience, or other proof of training

Expiry Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

## Recommended Records

- ☐ Application for employment and reference checks
- ☐ Written test(s)
- ☐ Road test(s)

## Following documents will be required with the application.

- A clear photocopy of your Commercial Driver's License both front and back.
- Current copy of your Commercial Driver's Abstract (not more than 2 weeks old)
- Copy of your Social Insurance Number.
- A clear photocopy of your US Visa, Fast Card, Passport, Work Permit/Permanent Resident Card.

## OWNER OPERATOR/DRIVER APPLICANT REQUIREMENTS

Date of Application \_\_\_\_\_ Date Available \_\_\_\_\_  
Drivers License Number \_\_\_\_\_ Class \_\_\_\_\_ Prov. \_\_\_\_\_  
Licensed Since \_\_\_\_\_ Expiry Date \_\_\_\_\_  
Have you ever had a license permit suspended or revoked? Yes \_\_\_\_\_ No \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_ SIN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_

Were you previously employed by this Company? \_\_\_\_\_ When? \_\_\_\_\_

Have you received more than 2 moving violations during the last 12 months? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has your driver's license been suspended during the past 2 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

How long have you held a Class 1 Driver's License? \_\_\_\_\_

Are you legally entitled to work in Canada? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have a Criminal Record? \_\_\_\_\_ Yes \_\_\_\_\_ No

What Position Are You Applying For?

- ☐ Owner-Operator
- ☐ Driver for Owner-Operator
- ☐ Company Driver
- ☐ Do you want to Run: \_\_\_\_\_ Single \_\_\_\_\_ Team
- ☐ Are you able to operate in US? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Owner-Operator, please provide truck info: Year, Make, VIN, Tare Weight:

\_\_\_\_\_

Are you now employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, how long since you left the last employment? \_\_\_\_\_

### **EDUCATION**

Highest Grade Completed: \_\_\_\_\_

Business, Trade or Technical School 1 2 3 4 (circle year)

Name of last School or Institution: \_\_\_\_\_

Location: \_\_\_\_\_

Professional Driving Courses or Training Attended (If any): \_\_\_\_\_

### **QUALIFICATIONS**

Have you ever been denied a driver's license, permit or privilege to operate a motor vehicle?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give full details below:

\_\_\_\_\_  
\_\_\_\_\_

Has any license, permit or privilege ever been suspended or revoked?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give full details below:

\_\_\_\_\_  
\_\_\_\_\_

Do you meet Canadian and U.S, medical standards? Yes \_\_\_\_\_ No \_\_\_\_\_

All prospective employees/contractors must provide:

1. Original and current "Commercial Driver Abstract"
2. Criminal Record Check
3. FAST Card (if applicable)
4. Copies of current driver's license and passport.
5. P.R. Card/Work Permit/ US Visa.
6. Authorization to complete reference checks.

Have you received any Safe Driving Award? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes provide details:

\_\_\_\_\_

### EQUIPMENT OPERATION EXPERIENCE

Class of Equipment	Type of Equipment (Van, Reefer, Tank, Flat)	Dates		Approx. Number of Miles (Total)
		From	To	
Straight Truck				
Tractor and Semi- Trailer				
Tractor – Two Trailers				
Motor Coach, School Bus				

List States & Provinces operated in for five years (use 2 letters abbreviations)

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**Emergency Contact** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Relationship \_\_\_\_\_ Email address: \_\_\_\_\_

Address \_\_\_\_\_

### MEDICAL INFORMATION

Is there any reason you might be unable to perform the functions of the job for which you have applied?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain if you wish \_\_\_\_\_

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Date of last physical examination \_\_\_\_\_

Name of family doctor \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

I provide authorization to Bullet Express Inc. to contact any of the above in the case of emergency.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Bullet Express Inc.

Applicant Initials:

## EMPLOYMENT HISTORY

**ALL** driver applicants applying to operate a commercial motor vehicle **MUST** provide the following information on employers during the past 10 years.

**Name of Company** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City & Province \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_  
**Month/Day/Year** **Month/Day/Year**  
Position Held \_\_\_\_\_  
Contact Name \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**Name of Company** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City & Province \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_  
**Month/Day/Year** **Month/Day/Year**  
Position Held \_\_\_\_\_  
Contact Name \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**Name of Company** \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City & Province \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_  
**Month/Day/Year** **Month/Day/Year**  
Position Held \_\_\_\_\_  
Contact Name \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**Name of Company** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City & Province \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_  
**Month/Day/Year** **Month/Day/Year**  
Position Held \_\_\_\_\_  
Contact Name \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**Name of Company** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City & Province \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_  
**Month/Day/Year** **Month/Day/Year**  
Position Held \_\_\_\_\_  
Contact Name \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

# Driver Disclosure of License

## Declaration

Pursuant to Section 318.1(3) of The Highway Traffic Act, I hereby declare that:

- I am not licensed to drive in any jurisdiction other than the one named below.
- I do not hold any driver's License in any other names.
- My driver's License is valid and is not suspended.
- I will immediately inform the motor carrier in writing of any convictions or accidents that occur while I am operating any motor vehicle.
- I will immediately inform the motor carrier of any suspensions, restrictions, prohibitions, or cancellation of my driver's License.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

License Number: \_\_\_\_\_

License Class: \_\_\_\_\_ Province: \_\_\_\_\_

Signature: \_\_\_\_\_

# Driver Disclosure of Convictions and At-Fault Traffic Accidents

I hereby declare that the following is a true and complete list of convictions and accidents required to be reported under the Highway Traffic Act, Sec 318.1(3).

Date	Incident	Location	Type of Vehicle Operated
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Driver Name: \_\_\_\_\_ Date: \_\_\_\_\_

Driver Signature: \_\_\_\_\_

I hereby certify that I have not had any convictions (other than parking and mobile or intersection photo enforcement convictions) or accidents required to be reported under the Highway Traffic Act, Sec 318.1(3) that have occurred while operating any motor vehicle in the previous 12 months.

Driver Name: \_\_\_\_\_ Date: \_\_\_\_\_

Driver Signature: \_\_\_\_\_



# Annual Review of Driving Record

In accordance with Section 318.6(1) or 318.6(2) of The Highway Traffic Act, I have reviewed the driver record of:

Name: \_\_\_\_\_

License #: \_\_\_\_\_

Upon review of the driver record (abstract), I find that:

\_\_\_\_\_ meets the minimum qualifications for safe driving

Driver Name

\_\_\_\_\_ does not meet the minimum qualifications for safe driving

Driver Name

If the driver does not meet the minimum qualifications, explain why:

\_\_\_\_\_  
\_\_\_\_\_

Date of Conviction	Offense	Location	Type of Motor Vehicle operated

Action taken

\_\_\_\_\_  
\_\_\_\_\_

Reviewed by \_\_\_\_\_

Name and Title \_\_\_\_\_

Date of review \_\_\_\_\_

Reviewer Signature \_\_\_\_\_

Driver Signature \_\_\_\_\_

## Cell Phones & Social Media Policy

Handheld cell phones are illegal to use in CMV's (Commercial Motor Vehicle). Bullet Express Inc.'s policy strictly forbids using any hand-held device while operating a CMV. Furthermore texting, e-mailing, taking pictures or videos, face chats and video calling while driving is prohibited.

As a professional driver your number one priority is to arrive home safe to your families/friends and make every effort to keep the motoring public safe.

We strongly encourage you to only use hands free devices when you are parked. Talking on a hand free cell phone is still a distraction and distracted driving is the number one cause of preventable crashes. It only takes seconds for a crash to happen.

**Texting and taking pictures/videos while driving is worse than drunk driving - they are considered triple threats because:**

1. They are visual distractions
2. They are physical distractions
3. They are mental distractions

**Remember: You are not any different from the people you see every day who are driving dangerously from being distracted. Is that picture, text, e-mail worth risking yours or someone else's life?**

We understand that social media allows you to connect with family and friends however posting your pictures/videos and location updates to Facebook etc. can be tracked and viewed by Law Enforcement and D.O.T. – Do they match your logbook? Are you posting while driving? Were the pictures/video taken while driving? Additionally, social media posts which reflect negatively on Bullet Express Inc. their customers or service providers are strictly prohibited. Grievances should be addressed with the appropriate Bullet Express Inc.'s manager/personnel.

Bullet Express Inc. will have no alternative but to apply our disciplinary policy for drivers found to be texting, e-mailing, posting to social media, taking pictures or video, face chats or video calling while driving. Disciplinary action will be applied for employees, drivers and owner operators who post negative comments about Bullet Express Inc., their customers and/or their service providers and includes;

Verbal or Written warning  
Suspension  
Retraining  
Driver review for Termination

Driver' Signature\_\_\_\_\_Date:\_\_\_\_\_

Bullet Express Inc.

Applicant Initials:

## Drug & Alcohol Policy

Bullet Express Inc. recognizes the use of illicit drugs and the misuse of alcohol or medications can impact a professional driver's ability to carry out safety sensitive functions. The purpose of this policy is to ensure compliance with FMCSA D.O.T. regulations and ensure the health and safety of our drivers and the public.

**Bullet Express Inc.'s** Drug & Alcohol policy applies to all employees and contractors who perform safety sensitive functions as defined by 49 CFR Part 382.601 and are subject to testing per the U.S. FMCSR sections 382 and the CFR 40.

### Definitions

When implementing and interpreting the drug and alcohol policies and procedures required by the FMCSA as well as the policies and procedures required by the company, the following definitions apply:

- Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.
- Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

### Condition for Employment

A driver applicant, who has refused a drug or alcohol test, failed a random, reasonable suspicion, post-accident, returns to duty, follows up alcohol test, or tested positive for controlled substances will not be considered for employment with Bullet Express Inc. **has a ZERO tolerance policy for drug and alcohol use.**

Applicant Signature: \_\_\_\_\_

# Driver Responsibilities

- Drivers will be subject to pre-employment, random, reasonable suspicion, post-accident (U.S) and return to work, follow up testing
- Employees are expected to report for work free of alcohol and illegal drugs
- Drivers must comply with CFR 40 and Section 382 FMCSR drug & alcohol regulations
- Failure or refusal to submit to drug & alcohol testing is considered the same as testing positive
- Drivers who test positive must successfully complete a return-to-work program as described in the FMCSA regulations
- Drivers should always refrain from discussing what loads they are assigned with anybody outside their dispatcher. This includes public places like truck stops, restaurants, fuelling stops etc.
- Single drivers are not allowed to leave loads unattended for extended periods of time (beyond 30 minutes) in public places.
- Under no circumstances are team drivers to leave loads unattended in public places at all. If one driver needs to go to washroom or take a shower or fill gas, other driver should always remain inside the truck to look after truck and trailer equipment.
- Toronto area currently has the highest cargo theft in North America. The police do not have the resources to track this down and will only supply a police file number; said should such incident occur. So never to leave the truck and trailer unattended at places like GTA, Mississauga, Montreal, Vancouver, Surrey unless it's parked in secure place.
- Drivers are always to remain alert. Suspicious persons or activity should be noted and reported to the Bullet Express Inc. team or local law enforcement if deemed necessary. As always instincts are a good guide – If something doesn't feel right, Act on the side of caution.

## **Preventative Maintenance Program**

Bullet Express Inc. will ensure drivers are trained on how to conduct a pre-trip inspection

- Drivers will complete daily Pre-trip Inspections.
- All deficiencies will be reported to Safety Supervisor or designate.
- Preventative Maintenance Inspections and Roadside Inspections will be used to evaluate the quality of the pre-trip inspections done by the driver.
- Where discrepancies are found, remedial training will be provided to correct the problem areas. If the problem is not corrected, then disciplinary action will be implemented.
- A copy of the Pre Trip Inspection(As attached schedule 1) will be kept in the truck and produced to an inspector upon request

## **SAFE DRIVING FOR WINTER (STRICT MEASURES TO BE TAKEN)**

- 1) Warm truck for 20-25 minutes and in meantime - open hood and look under it, Check if pipes are frozen, coolant check, if coolant is leaking, tire check – hammer test.
- 2) 5th Wheel grease freeze – Tuck test (Sometimes the 5th wheel does not lock with the trailer because the grease is frozen, so it might look like the trailer is hooked but it's not. So, make sure to do tuck test in winters).
- 3) Glen hand for airline coupler should be turned fully.
- 4) Slow turns – Always turn slow because the weight of load will make the truck skid. On the turn where every truck turn, trucks stop due to which there are few drops of water on road from truck, these drops freeze and it's slippery all the time at the Stop signs / Lights and turns.
- 5) Do not overtake or do not try to go fast, no matter how much the traffic or if someone is right on your tail, keep driving at slow safe speed. Put Four Way Flasher and let the truck pass.
- 6) Avoid break all times – Keep slow speed, if you know there are stop lights, slowdown from very far.
- 7) If you think it's windy or slippery or anytime you feel road is not good – STOP. If you are just 20 kilometers from delivery and road is bad, don't take risk, please stop because no one is going to award you that you did delivery in bad weather. This also puts life of your team driver in danger.
- 8) In snow, windows are always dirty – Stop at pumps and clean the windows to increase visibility.
- 9) Yard entrances – If you think your truck might get stuck – do not enter.
- 10) Plug Wire at night – Make sure the light is red on the plug because sometimes you plug but it's not actually on.
- 11) Brake check – North Bay (Must)
- 12) Keep extra key tied to the hood so in case the truck is locked then you don't freeze outside.
- 13) No phones please – winter driving with distraction is not safe.
- 14) Be patient.
- 15) Keep distance of 300-350 meters.

If there is any accident – there is no income to company. However, Insurance and installment will be ongoing.

If you decide on your own to drive in bad weather, then it will be upon you and you will be responsible for the damage. If you do not follow all these rules, then Bullet Express Inc. will be forced to act against you.

☐ I acknowledge the Safe Driving Measures listed above.

# Driver Evaluation Road Test Form

Driver Name: \_\_\_\_\_ Test Date: \_\_\_\_\_

Observed by: \_\_\_\_\_

Vehicle Type and Number: \_\_\_\_\_

PRE-TRIP INSPECTION					
Yes	No	General vehicle condition noted	Yes	No	360-degree walk-around performed
Yes	No	Parking brake set / applied	Yes	No	Tires evaluated
Yes	No	Lighting inspected	Yes	No	Steering inspected
Yes	No	Horn and windshield wipers inspected	Yes	No	Mirrors adjusted
Yes	No	Emergency equipment inspected	Yes	No	Insurance / licensing info inspected
PLACING VEHICLE IN OPERATION					
Yes	No	Uses seat belt	Yes	No	Verifies passenger(s) is wearing seat belt
Yes	No	Starts vehicle properly	Yes	No	Observes traffic patterns
Yes	No	Does not allow vehicle to roll while stopped	Yes	No	Drives with both hands on steering wheel
Yes	No	Steers smoothly	Yes	No	Speed appropriate for conditions
BACKING AND PARKING					
Yes	No	Gets out to look before backing	Yes	No	Avoids backing when possible
Yes	No	Uses mirrors properly	Yes	No	Does not blind-side back
INTERSECTIONS					
Yes	No	Covers the brake with foot in intersections	Yes	No	Checks traffic in all directions
Yes	No	Stops vehicle in proper location	Yes	No	Does not allow vehicle to roll when stopped
TURNING					
Yes	No	Vehicle is in proper lane for turn	Yes	No	Signals used in advance of turn
Yes	No	Approaches turn at proper speed	Yes	No	Checks traffic conditions
Yes	No	Turns only when traffic is cleared	Yes	No	Keeps vehicle in proper lane while turning
PASSING					
Yes	No	Determines that pass is safe and legal	Yes	No	Passes in safe location
Yes	No	Checks ahead before passing	Yes	No	Uses turn signal appropriately
Yes	No	Returns to lane safely	Yes	No	Does not exceed speed limit

YES / NO - Cell phone used during this trip while driving?

YES / NO - Vehicle pulled to a safe location during cell phone use?

RESULTS OF ROAD TEST: (circle one) DRIVER PASS DRIVER FAIL

Re-test on this Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Examiner's Signature: \_\_\_\_\_

## Bullet Express Inc. Pre-Trip Examination

Driver's Name \_\_\_\_\_

Driver's Address \_\_\_\_\_

Date \_\_\_\_\_ Examiner \_\_\_\_\_

Tractor # \_\_\_\_\_ Trailer # \_\_\_\_\_

### PRE- TRIP EXAMINATION

Pre-trip inspections include all items listed on the Canadian V.I. Schedule 1.

All Airlines, Airbags, Brakes, Air Pressure/Compressor YES \_\_\_\_\_ NO \_\_\_\_\_

All Licenses, Decals, Registrations and Insurance: YES \_\_\_\_\_ NO \_\_\_\_\_

All Trucks and trailer lights in working order: YES \_\_\_\_\_ NO \_\_\_\_\_

Batteries and Electrical including connections: YES \_\_\_\_\_ NO \_\_\_\_\_

Emergency Equipment, Seat belt and everything securer in CAB YES \_\_\_\_\_ NO \_\_\_\_\_

Engine compartment, Rad, Fluids, Hoses and Connections: YES \_\_\_\_\_ No \_\_\_\_\_

Exhaust, Horn, Steering, Pedals and Instruments working: YES \_\_\_\_\_ NO \_\_\_\_\_

Fuel Tanks, Cat Walk, Glad Hands & 5<sup>th</sup> Wheel: YES \_\_\_\_\_ NO \_\_\_\_\_

Reefer unit including Reefer PRE-TRIP: YES \_\_\_\_\_ NO \_\_\_\_\_

Tire Trades, Wheels, Hubs, Leaks & Mud Flaps/Hangers: YES \_\_\_\_\_ NO \_\_\_\_\_

Under Carriage, Frame, Landing Gear, Suspension & Hoses: YES \_\_\_\_\_ NO \_\_\_\_\_

Vehicle check for fluid leaks and any vehicle damage: YES \_\_\_\_\_ NO \_\_\_\_\_

Windshield, Wipers, Mirrors, Steps: YES \_\_\_\_\_ NO \_\_\_\_\_

PASS: \_\_\_\_\_

FAIL: \_\_\_\_\_



## Driver Statement of ON-DUTY Hours

(Newly Hired Drivers)

INSTRUCTION: Motor carriers when using a driver for the first time shall obtain from the driver a signed statement giving the total time on- duty during the immediately preceding 7 days and time at which such driver was last relieved from duty prior to beginning work for such carrier. Rule 395.8 (j) (2) Federal motor Carrier safety regulations. NOTE: Hours for any compensated work during the preceding 14 days, including work for a non-motor carrier entity, must be recorded on this form.

Driver Name (Print): \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Class: \_\_\_\_\_

Endorsement(s) \_\_\_\_\_ Restrictions \_\_\_\_\_ Type of License \_\_\_\_\_ Issuing Province \_\_\_\_\_

DAY	1 (Yesterday)	2	3	4	5	6	7	
Date								Total Hours
Hours Worked								

DAY	8	9	10	11	12	13	14	
Date								Total Hours
Hours Worked								

I hereby certify that the information above is correct to the best of my Knowledge and belief and that I was last relieved from work at:

\_\_\_\_\_ A.M./P.M. On \_\_\_\_\_  
Time Day Month Year

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **DRUG & ALCOHOL TEST AUTHORIZATION & CONSENT FORM**

I, \_\_\_\_\_, hereby knowingly and voluntarily authorize and consent to the collection and testing of specimens of my urine and/or blood by a collection site and laboratory to be designated by Bullet Express Inc. or its designated agent acting as an employment screening services for the purpose of drug testing.

I authorize the collection site, laboratory and medical review officer (MRO) to disclose the results of my drug tests to Bullet Express Inc.

I acknowledge that the drug test results will be utilized by Bullet Express Inc. to determine my eligibility for employment or continued employment, therewith.

I acknowledge that at the time of collection, a refusal to authorize the collection and testing of my urine and/or blood by the collection site and laboratory, or a refusal to authorize the above disclosure of the test results will be treated as a positive drug test. I further acknowledge that a positive drug test will result in disciplinary action up to and including denial of employment or termination, if hired.

In addition, I hereby knowingly and voluntarily release Bullet Express Inc. and its designated agent authorized to provide the screening and their respective officers, directors, employees and agents from any and all claims, damages, losses, liabilities, costs and expenses, including attorney fees, arising from or relating to such collection and testing and any disclosure of the results thereof, including without limitation, the disclosure of any inaccurate or incomplete results, to the fullest extent permitted by law.

I further authorize the testing laboratory to disclose the results of my drug screen to Bullet Express Inc., or its agents for a period of time I am employed with the Bullet Express Inc.

I acknowledge that I have the right to receive a copy of this authorization.

I have read and understood the above Authorization & Consent in its entirety, and I agree that a copy of this document is as valid as the original.

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Applicant's Signature

Date

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Applicant's Printed Name

Bullet Express Inc.

Applicant Initials:

## Consent for Limited Queries of Drug and Alcohol Clearinghouse(FMCSA)

I, \_\_\_\_\_, hereby authorize Bullet Express Inc. (Driver's Full name)  
(Company's Name)

to conduct limited annual queries of the FMCSA's Drug & Alcohol Clearinghouse, to determine if a Clearinghouse record exists for me. This consent is valid from the date shown below until my employment with the above-named motor carrier ceases or until I am no longer subject to the drug and alcohol testing rules in 49 CFR Part 382 for the above-named motor carrier.

I understand that if any limited query reveals that the Clearinghouse contains information about me, I must grant electronic consent within 24 hours, via the Clearinghouse website, for the motor carrier to obtain my full Clearinghouse record. Refusal to provide such consent will result in my removal from safety-sensitive duties, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

Driver's Signature: \_\_\_\_\_

DL Number: \_\_\_\_\_ Date: \_\_\_\_\_

Company ID Number: \_\_\_\_\_

## **DISCIPLINE POLICY**

Supervision and discipline are necessary to ensure the safe, efficient, and orderly operation of any organization. These organizational requirements and expectations are expressed in the form of policies, rules, standards, job descriptions, etc. The possibility exists that the conduct or performance of some will occasionally not meet these requirements. It is therefore necessary for management to take appropriate disciplinary action to ensure the safe, compliant, and efficient operation of Bullet Express Inc.

The disciplinary policy applies to all drivers and employees. Disciplinary actions will be based on the severity of the violation. Remedial training will be provided as required to correct further situations from occurring.

### **Progressive Discipline**

Where appropriate, Bullet Express Inc. is committed to progressive discipline. In certain circumstances, but not all, it will be appropriate to provide drivers with warnings and only move to more serious forms of discipline when the inappropriate and/or unacceptable behavior is not corrected. There are certain types of violations/problems that are serious enough to justify either an immediate suspension or termination of employment/contract.

Each successive step serves as a warning with increased disciplinary consequences. In these circumstances Bullet Express Inc. will seek to work with its drivers to correct inappropriate and/or unacceptable behavior. Which steps of progressive discipline are to be utilized, and in what order, will depend on the severity and/or urgency of the matter being dealt with.

Disciplinary actions include:

- Verbal Warning for minor offences.
- Documented Verbal Warning for repeated offences
- Documented Written Warnings will be issued for major or continued repeat offences
- Driver training and/or retraining
- A 2-day suspension will be given for repeat offences
- A 5-day suspension and a performance review pending termination.
- Termination.
- Intolerable offences shall result in immediate dismissal.

A written record shall be kept of all actions taken with respect to disciplinary measures.

## RULES & DISCIPLINARY POLICIES

I, the undersigned, am aware that I will be subject to penalties leading from temporary suspension from work without pay up to dismissal for non-compliance with the company rules depending on the severity of the incident. I also understand that if I have a number of incidents in a short period of time. I will be subject to re-training and re-testing again, subject to the severity of the incident

**Speed Limits:** This will acknowledge that I am aware that when operating company owned or leased vehicles, it is my lawful duty to comply with the posted speed limit (up to a maximum of 100 KPH) as a legislated requirement under the Ontario Highway Traffic Act and all local By-Laws. Failure to comply with this policy is grounds for disciplinary action by Bullet Express Inc. management.

**Vehicle Passengers:** I, the undersigned, understand that it is Bullet Express Inc.'s policy that there will be no passenger in accompany owned or leased vehicle without prior consent from company management. It is also my responsibility to inform company management of anyone who intends to ride in a company owned or leased vehicle prior to driving that vehicle.

**Driver's License Policy:** I, the undersigned, understand that it is my responsibility to inform the company management of any traffic violations filed against me while driving a company vehicle or any personal vehicle. I agree to inform the company if my driver's license has been suspended for any reason and I shall immediately inform the company of the suspension, the reason of the suspension, and the duration of the suspension. I also agree to supply the company with a copy of my current driver's license, and a copy every time thereafter when the license or license endorsements are renewed, re-leaved, re-classified or changed in any other way. I also agree to advise the company of the date when my medical examination is due. If I have not passed the medical examination by the medical due date I will not be permitted to drive company vehicles.

**Alcohol and Drug Policy:** I, the undersigned, understand that it is unacceptable to be on duty while under the influence of any intoxication, which can affect my performance at work. I am aware of the potential danger of such an action and therefore agree that I will be dismissed from any breach of this policy.

**Use of Seat Belts:** I, the undersigned, understand that it is my responsibility to wear my seat belt while operating any company owned or leased vehicle. Any breach of the policy is grounds for disciplinary action by company management.

**Accident Reporting:** I, the undersigned, understand that it is my responsibility to inform the company of any and off accidents and I am involved in.

**Daytime Running Lights:** I, the undersigned, understand that it is my responsibility to ensure proper function of daytime running lights on any vehicle that I am operating. It is the company policy that our vehicles be equipped with daytime running lights and that everyone who operates any company-owned or leased vehicle adheres to this policy. Failure to comply with this policy is grounds for disciplinary action by company management.

**Refuse To Work:** I, the undersigned, understand that it is my responsibility to inform the company of any incident or safety concerns, which might affect me to perform my job safely. Failure to

inform the company of any incident or safety concerns before refusing to work would be a violation of this policy grounds for disciplinary action by company management.

**Hours of Work:** I, the undersigned, understand and have been informed of the hours of work regulations and I am aware that I must arrange my work schedule to comply with these regulations. I also agree to submit a record of all on-duty hours accumulated while working for other carriers.

**Load Security:** I, the undersigned understand and have been informed of Load Security Regulations and agree to comply with these regulations.

**Pre/Post Trip Inspections:** I, the undersigned understand and have been informed of the pre/post trip inspection policy and agree to meet these requirements as set out in the Ontario Highway Traffic Act. I also agree that will submit all roadside inspection reports immediately upon completion of any trip.

**Disciplinary Action:** In the interests of ensuring a safe and efficient operation to the mutual benefit of the Company and employees, the following general rules and penalties to be charged for non-compliance, have been established. The Company reserves the right to consider each individual case on its merit if not covered by this list or provided for elsewhere in this handbook.

(a) The following actions will render the employee subject to **IMMEDIATE DISMISSAL**:

- Dishonesty, including to but not limited to theft, embezzlement, or falsification of records.
- Gross misconduct of any kind which seriously affects the property of a customer or the best interests of the Company.
- Disrespect shown to a customer, either verbally or physically.

(b) The following actions will be subject to imposed disciplinary action: 1st offense: reprimand 2nd offense: Suspension of 1 to 2 days without pay 3rd offense: suspension of over 3 or more days without pay or dismissal

- Absenteeism without notice and/or approval.
- Habitual lateness reporting for work.
- Vulgar language to a customer or an associate in a customer's presence.
- Carrying unauthorized passengers.
- Improper or unauthorized use of Company vehicle(s) and/or property.
- Abuse of Company equipment or customer's property or merchandise.
- Failure to provide dispatch with accurate paper work for each pick-up or delivery. viii) Unsatisfactory work performance.
- Involvement in a preventable accident with a Company vehicle.
- Fraudulent use of company issued documents, including but not limited to a telephone calling card, credit or fuel card, as well as personal use of company issued cell phone and/or calling card.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

## Bullet Express Inc. LOG PROCEDURES

All company drivers and owner operators must follow **Bullet Express Inc.** log procedures and regulations. If steps are not taken to follow the rules mandated by **Motor Carrier**, STRICT disciplinary/decertification actions will be taken. An orientation will be given to each driver to ensure the understanding of the proper procedures to comply with FMCSA regulations and to ensure the understanding of the consequences if these procedures are not followed.

- 1) All logs and paperwork must be turned in together **at the end of each trip.** Quick submission allows **Bullet Express Inc.** to bill customers sooner as well as audit logs and supporting documents sooner. The sooner logs are audited the sooner any deficiencies can be found and reviewed.
- 2) All logs must be filled out completely. This includes recaps, all fuel stops, tickets, violations, lease cuts, PRO / bill of lading #'s, origin and destinations, etc...
- 3) All supporting documents must be handed in with paperwork. Please include all original fuel tickets.
- 4) Everything must be signed: Mileage sheets, logs, delivery receipts and expense sheets.
- 5) All paperwork ***MUST*** match up. This means ***ABSOLUTELY*** no incomplete or false logs. Bullet Express Inc. will not tolerate any attempt to hand in incorrect or false logs.

### NOTE:

**POD scanned copy immediately after pickup/delivery.**

**Log books within 20 days**

If the above procedures are not followed, the following consequences will be administered.

- 1) A violation letter will be presented to each driver at the end of the month with dates showing any discrepancies on the log. The driver must sign and return.
- 2) After the third violation within any 3-month period, a written violation will be issued, and the driver will then be suspended for 3 days. He will not be dispatched.
- 3) After 3 suspensions for log violations, the driver will be terminated.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Bullet Express Inc. LOG AUDIT

**Bullet Express Inc.** follows the hours-of-service regulations mandated by the FMCSA. Specific company directives are listed as well. **Bullet Express Inc.** maintains written records including driver's daily call-ins with location, time, available hours, and call back numbers. **Bullet Express Inc.** will advise drivers during the daily call-ins if duty status will be ended en-route to comply with the regulations.

**11-Hour Rule:** A driver shall not drive more than 11 cumulative hours following 10 consecutive hours off duty.

**14-Hour Rule:** A driver shall not drive for any period after the end of the 14<sup>th</sup> hour after coming on duty following 10 consecutive hours off duty.

**70-Hour Rule:** A driver shall not drive for any period after having been on duty 70 hours in any period of 8 consecutive days.

**Split Sleeper Berth:** A driver who operates a property-carrying commercial motor vehicle equipped with a sleeper berth, may split the 10-hour break into 2 periods as long as one of the two periods is at least 8 consecutive hours in the berth. The other period, at least 2 hours, can be all off-duty time; all berth time, or a combination of the two. Drivers splitting sleeper berth time need to recalculate the 11-hour drive rule and 14-hour all time rule based on the 8-hour berth break and the other rest period to determine the available hours under each rule. You must also remember that if you split the sleeper berth in 2 periods (an 8-hour and a 2-hour) the time before and after the split cannot exceed 11 hours driving or 14 hours on duty.

**Speed Limit:** All drivers running under **Bullet Express Inc.** operating authority shall not exceed the posted speed limits. **The company may cross reference logs with software programs along with monitoring engine data for ensuring proper speed limits are followed**

**Daily Mileage:** Mileage must be reported each day on each log.

**Shipping Information:** Driver must show either: Manifest number, Shipper and commodity, or other information such as deadhead or empty

**Daily Inspection:** Both pre-trip and post-trip inspections are required.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Reference Check Form

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Reference Checked by: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Company: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_

What was your relationship with the applicant?

\_\_\_\_\_

Did you directly supervise her/him?

\_\_\_\_\_

What was the applicant's title?

\_\_\_\_\_

Dates of employment?

\_\_\_\_\_

What were the applicant's major job duties?

\_\_\_\_\_

How many incidents or accidents was the applicant involved in while employed with you?

\_\_\_\_\_

How well did the applicant relate to others on the job?

\_\_\_\_\_

How would you evaluate the applicant's work quality and quantity (productivity)?

\_\_\_\_\_

How would you evaluate the applicant's work habits such as attendance, punctuality, dependability, and observance of work rules?

\_\_\_\_\_

What was the applicant's reason for leaving?

\_\_\_\_\_

Would you rehire the applicant?

\_\_\_\_\_

# Acceptance of Safety Plan

I, \_\_\_\_\_ confirm that I have completed the orientation and receive the copy of the Bullet Express Inc.'s Safety plan from Bullet Express Inc.

Driver's Full Name\_\_\_\_\_

Driver's Signature\_\_\_\_\_

Date\_\_\_\_\_

Facility member's Name\_\_\_\_\_

Facility Member's Signature\_\_\_\_\_

Date\_\_\_\_\_

## TO BE READ AND SIGNED BY APPLICANT

Bullet Express Inc. is committed to provide a safe and healthy environment for employees and the motoring public. Such an environment must necessarily be free from drug and alcohol abuse. As such, all applicants for safety sensitive positions will be subject to pre-employment drug testing. Negative results will be one of the conditions for employment.

I understand successful completion of a company road test will be a condition of employment.

I authorize you to make such investigations and inquiries of my personal, employment or medical history as may be necessary in arriving at an employment decision. I hereby release employers, school or person 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. 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 have read and accept the terms listed above.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**1041 Kearns Crescent, Regina, S4K 0A2**  
**Ph – 306-500-0178 | Fax – 888-253-2651 | [www.bulletexpress.ca](http://www.bulletexpress.ca)**

I \_\_\_\_\_ acknowledge that my last pay will be on hold with Bullet Express Inc. for 45 days after the end of the working tenure. It is my responsibility to update my documents such as, Driving License, Passport, Canadian immigration status, Driver's Abstract etc., which is required to complete my driver record with the company. Moreover, being as a driver of Bullet Express Inc. is my responsibility to submit the DOT inspection reports (pass and fail) and the tickets to the respective company.

Bullet express is authorised to hold my last pay, beside 45 days, if I fail to update my documents, DOT Inspection reports and Tickets to the respective company.

The last pay will be released after the complete documentation of the Driver to maintain the driver's record by Bullet Express Inc.

We are eligible to provide documents to the driver for immigration status in Canada, if needed but, from our side the immigration documents will be provided after 1.5 and/or 2 years from the day of hiring. At Last, the immigration process may take longer time or not as it totally depends upon the Provincial and Federal processing.

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(Driver's Signature)

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(Date)