



# *Oak Harbor Freight Lines, Inc.*

*"Bringing Peace of Mind Since 1916"*

## **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. Salaried personnel are excluded from this program.

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

## **Dock to Driver Program Overview**

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. This program is intended to offer CDL training for Employees interested in obtaining a Class A CDL. If the Driver Candidate is currently in a part time position, they will be moved to full time and are eligible to enroll in medical benefits.

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 driving class (currently 3 days in Portland, Sacramento or designated locale). 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 provide equipment for the Driver Candidate to obtain their Class A CDL at a local CDL office or by paying for third party certification. Oak Harbor will not pay for any licensing or application fees on behalf of the candidate.

Once the Driver Candidate moves to a Driver position upon completion of training, they will be paid Driver wages according to where they fall on the Driver Rating Scale. Driver Candidate's position seniority date will change and they will move to the bottom of the Driver board at their home terminal (excluding Portland). A Dock to Driver Candidate has six(6) months to obtain their Class A CDL from date of program acceptance. Any exceptions are to be reviewed by the Safety & Human Resource Departments.

## **Selection Process and Initial Criteria**

**To be considered for this program the Employee must complete steps 1-8:**

1. Candidate must be a current Oak Harbor Freight Employee.
2. Be employed at least ninety (90) days with Oak Harbor prior to selection.
3. Had no preventable accidents in the past six(6) months.
4. Prepare and submit a Dock to Driver application.
5. Apply online for Drivers position at their respective terminal, reviewed and cleared by Safety Dept.
6. Have a favorable written recommendation prepared by current Manager or Supervisor. If current Manager has managed Employee less than 90 days, the previous Manager or Supervisor also must prepare a written recommendation.
7. Be hostler certified per Oak Harbor Policy 600.50.
8. Has obtained CDL learners permit. Once permanent Class A CDL is obtained, the Doubles/Triples endorsement, Hazmat (H) and Tanker (N) or Hazmat/Tanker (X) endorsement(s) will be required. It is recommended the Driver Candidate begins the TSA clearance as soon as possible.
9. Obtained a DOT physical (company paid).
10. Have completed the P&D training courses in the Learning Center.
11. Passed DOT Pre-Employment Drug Screen.
12. Completed DOT required documents.

## **Disqualification from Program**

**A driver candidate could be disqualified and removed from this program if any of the following events occur (this list is not all inclusive):**

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 (6) months after the date of disqualification, upon approval from the Safety Dept.

# 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