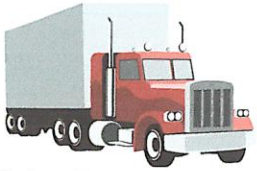
National Transportation Safety Board
Office of Highway Safety
Washington, DC 20594

HWY24MH013

MOTOR CARRIER FACTORS ATTACHMENT

CJJ Hiring Process

(7 Pages)



CJJ Industries, Inc.

Driver Applicant Information Sheet

About CJJ Industries

- Local, regional, and expedited shipments
- All types of commodities hauled except household goods and explosives
- Yard located in Summit (off Lawndale Ave. south of Joliet Rd.)
- No sleeper equipment
- All equipment PM'd regularly

Job Requirements

- Hours are irregular:
  start / quit times depend upon customer demands
- Overtime required when the work is there
- Out of town:
  depends upon customer demands
  MUST carry overnight bag with you at all times
- Weekends can happen
- Must have phone with you at all times
- Variety – will drive cargo van, straight truck, tractor/trailer
- Some loading and unloading of truck required
- Pre-trip and post-trip inspection
- Attend Safety Meetings 4 times per year
- Promote good will with customers

P.O. Box 1286, La Grange Park, IL 60526 Phone: (708) 921-9290 Fax: (708) 352-9155
cjjindustriesinc@sbcglobal.net

CJJ Industries, Inc.

Checklist for Applicant

Name: _____ Date: _____

1. Screen applicant on the phone for 3 major drawbacks to the job:
   - irregular start/end times
   - must go out of town 4-6 times per month (could be 1-night or multiple nights)
   - weekend work is shared

   Ask them about these things on the phone to determine if in-person interview is warranted:
   - what type of CDL do you have? Endorsements? Is it clean?
   - working now? Why do you want to leave there?
   - any problem passing a drug/alcohol test?
   - do you have a car to get to work?

   TELL THEM TO BRING THE FOLLOWING THINGS TO INTERVIEW:
   CDL, Medical Card, Recent MVR (within 30 days), Social Security Card

2. Applicant to fill out and sign (signature required):
   - Job Application
   - Authorization to check PSP Database

3. Xerox applicant's documents:
   - CDL
   - Social Security Card
   - Medical Card

4. Review Documents:
   - MEDICAL CARD
     - check expiration date
     - check if approved to drive (restrictions?)
   - CDL
     - check expiration date
     - check CDL and CLASS
     - check for HAZMAT endorsement

5. Conduct Road Test and fill out Road Test Critique Sheet

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6. If applicant passes Road Test, conduct Interview:
   - find out about applicant's personal and professional history
   - tell applicant about the job
   - advise applicant when we will reply
   - advise applicant of any necessary pre-requisites before hiring:
     - hazmat endorsement (if driver does not have)
     - drug test-must pass
     - physical exam
     - provide a current MVR (no big changes) (I will reimburse you)
   - if we want to continue and applicant is interested, give them Vito or Avery or Ed Phone number to see what job is really like

7. Review results of PSP Database
   Compare MVR to Job Application
   Compare MVR to Great West Driver Qualification Standards
   Check with Stockyards – is this driver "insurable" ??

8. Make Offer

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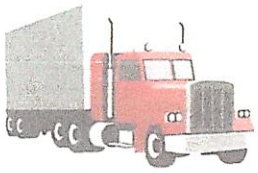

CJJ Industries, Inc.

New Employee Checklist

Name: _____ Date: _____

1. If offer accepted:
   - find out start date
   - fill out Clearing Clinic form and send for pre-employment DOT Drug Screen
   - fill out forms for Previous Employer Check:
     - must get 3 years history for general employment history
     - must get 2 years history for drug/alcohol testing history
     - have applicant sign forms, Xerox and send out certified with return envelope
   - give these forms to applicant; have them fill out and return on 1st day of work:
     I-9, US W-4, IL W-4

2. Create file folder in drawer for driver:
   - 2 sub-folders: DOT info and Non-DOT info
   - DOT info should contain:
     1. application
     2. Xerox copy of CDL
     3. road test
     4. copy of DOT physical or medical card
     5. copies of all info sent and responses to employment history checking
     6. drug test forms and responses
     7. acknowledgement of receipt of drug/alcohol program

3. Get response from Clearing Clinic on DOT pre-employment drug screen
   After notification of driver passing drug test, fax note to Clearing Clinic to add driver to consortium (print fax log)
   ALSO,
   Contact Stockyards to add new driver (name, dob, cdl #, years experience)

4. If needed, get new Xerox of CDL (e.g. if hazmat was added since job interview)

5. Order Discover Card for driver
   When card arrives:
   - activate card
   - mark down card info (security code, etc.) and file in driver non-dot file

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6. Order cell phone for driver
   - need phone with a/c charger, cig charger, Bluetooth headset,
   - program the voice mail:
     Short name
     Greeting
     Set the password (write it down and put in non-DOT file)
     Make sure both volumes are up all the way
   - test the phone:
     Can you place, receive calls?
     Can you retrieve voice mails?
     Does missed call and voice mail indicators work?
     Does the Blue Tooth work?
   - set up the speed dial on phone: dispatch, Sue, all drivers, Mack Central, Great West accidents
   - update dispatch and Sue phones for new driver
     put driver's home / alternate phone numbers in Jeff and Sue's phones
   - advise other drivers of phone number for new driver

7. Get forms back from driver:
   - check all forms for completeness and signature
   - sign and complete I-9 form
   - file all forms in driver file
   - set up driver in Quickbooks for payroll
   - set up g/l account in Quickbooks to track dental

8. Administration:
   - add expiration dates for CDL and Medical Card onto Driver Checklist
   - set up mailbox (label on outside)
   - set up envelope for holding Discover Card receipts
   - add new driver to sheet I fill out to keep track of hours worked
   - set up tray to store driver's time sheets
   - set up tray to store driver's log sheets
   - set up reminder in pending file or on calendar for 30 and 90-day reminder to conduct 30 and 90-day review of work

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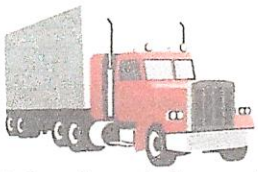

9. Prepare items for 1st day of work / Orientation Session:
   - set of keys – label all keys – circle keys provided:
     1020 67628 908 Common padlock Office door
     Mailbox
   - phone, 2 chargers, blue tooth, instruction book on phone
   - discover card
   - clip board with forms: time sheets, out of state forms, log books, CJJ "At a Glance", blank hazmat bill of ladings
   - List of 800 #'s for hotels

10. Prepare handouts for Orientation Session:
   - Copy of Alcohol / Drug Policy with ACK
   - Copy of other Policies:
     Safety Policy with ACK
     Cell Phone Policy with ACK
     Hazmat Security Plan with ACK
     Accident Reporting, Emergency Response, Spill Containment Policy with ACK
   - Receipt of Hazmat Book (ERG Guide) with ACK

11. Conduct Orientation Session with driver:
   - go thru above items
   - file ACKs in driver's file

12. Conduct On the Job Training (driver to ride with experienced driver)

13. Conduct Hazmat Training
    Use "Hazmat Training Curriculum.doc" as a checklist to make sure all is covered

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