

DRIVER INTERVIEW QUESTIONNAIRE/CHECKLIST

_____ Review of application, reference checks, and PDP Job Matching Chart prior to interview

_____ Initial hiring approval.

Suggested Interview Questions:

Tell me about your decision to leave your previous employment.

What did you like about your previous job? What did you dislike?

Tell me about your work schedule (hours, days per week, weekends, start time, holidays) at the company you worked for.

How much time on the road/time between trips?

Tell me about the benefits that were provided at your last job? (Vacation, sick leave, holidays, insurance, road expenses, layover pay).

What type of equipment did your previous employer provide? Tell me about the assignment of equipment with your previous employer.

What were the employee consequences of equipment damage, cargo damage, contamination and spills with your previous employer?

What about grievances on your previous jobs? How were grievances handled? Was there a disciplinary procedure?

Did your previous employer have an active safety program? What did you find beneficial about the program that was in place?

What are your expectations regarding an employer and your workplace?

What are your expectations regarding your career in the next five years?

- Synopsis of MTL operation-

_____ Short introduction to MTL:

- | | |
|--------------------------|---------------------------------------|
| - tank trailers | - hazardous materials |
| - weight surges & shifts | - odors |
| - loading/unloading | - other terminals/working out of town |
| - equipment | - training |
| - required safety gear | - teams |

McKenzie Tank Lines does a thorough applicant investigation including criminal history investigation, driver license investigation, controlled substance & alcohol testing inquiry of previous employers, reference inquiries on previous ten years of driving employment, and required controlled substance testing. Any dishonesty discovered on the hiring paperwork may result in revocation of any offer of employment or possible termination if discovered after employment. If there are any additions or corrections to be made, tell us now.

McKenzie Tank Lines is a 7 days a week, 24 hours a day operation; drivers operate under the 70 hour rule. Our driver's hours are irregular and a driver's day may begin in the very early morning hours. We require that our drivers have a telephone so that they may readily be contacted. Would you be able and willing to meet these requirements of a service oriented business?

All drivers are required to pass a D.O.T. physical and D.O.T. controlled substance testing, we also require a respiratory medical examination/questionnaire for each of our drivers that will be required to wear a respirator. Accepted company driver applicants are charged for the first physical only (unless restricted by State law). Applicants are responsible for obtaining any required follow-up treatment for D.O.T. qualification at their own expense. You are required to report any positive pre-employment drug or alcohol test administered by an employer to which you applied, but were not hired in the previous two years. Do you have any objections to the regulatory requirements or the charging policy? Did you test positive for any pre-employment drug or alcohol testing administered by an employer to which you applied, but were not hired? If yes, please provide the company.

Required driver duties include: lifting & dragging hoses weighing up to 50 lbs., opening & closing gate valves on tractors/trailers - 75 lb. torque, raising & lowering landing gear - 50 lb. torque, lifting & swinging 75 lb. loading spout, climbing up and down vertical tank ladders, and close contact with varied chemical odors and fumes; (vans require: opening and securing van doors, climbing into container for inspection). Are you able to perform the essential functions of the job with or without accommodation?

Some of our terminals experience seasonal fluctuations in business, which cause a reduction in available work at the driver's home terminal. Conversely, most terminals will on occasion experience a sudden increase in business that requires additional driver help to satisfy customer needs. Because of these fluctuations our policy is to utilize our drivers within our multi-terminal locations to the Company's and the driver's best interest. Drivers are required to work out of town as needed. Do you have any objection to this requirement?

_____ Expected Pay - Local scale, Road scale, Assessorial pay, Expenses (motel, meals - after 12 hours, other trip expense). Use current pay scale and mention terminal particulars.

_____ Training pay \$400.00 per week (prorated on 6 day work week/driver must be available to work). Expected duration of training and maximum number of weeks training pay is available.

_____ Commensurate Pay – MTL does offer a commensurate pay rate scale. All experience must be verified and is applicable only for 18 wheel T/T experience. The following scale applies (experience years are rounded off):

Tank Truck Experience	=	MTL Commensurate Years For Pay Rate Adjustment
1 – 3 Years		1 Year
4 – 5 Years		2 Years
6 – 7 Years		3 Years
8 – 9 Years		4 Years
10 or More Years		5 Years

Tractor Trailer Experience	=	MTL Commensurate Years For Pay Rate Adjustment
3 – 5 Years		1 Year
5 – 10 Years		2 Years
10 or More Years		3 Years

_____ **Uniforms:**

Uniforms: 5 sets after training - Charged (from order date) as follows only upon termination of employment -

0 - 3 months 100% of cost	3 - 6 months 75% of cost
6 - 9 months 50% of cost	9 - 12 months 25% of cost.

Uniforms are provided and are expected to be worn by all company drivers. Lease operators may purchase uniforms at the company cost. It is our intention to present a professional appearance and each of our drivers is considered an important contact representative with our customers

_____ **Insurance:**

EFFECTIVE FIRST DAY OF FOURTH MONTH AFTER HIRE

(Example: Hire date- 06/02/01 - Effective date- 10/01/01)

- PPO Plan offered - employees that utilize the PPO doctors are responsible for a \$20.00 per visit co-pay with no deductible and no minimum out of pocket per year.

- Participants are responsible for \$10.00 co-pay for lab work.

- Prescription medication card - \$6.00 **GENERIC BRAND DRUGS**, \$30.00 **PREFERRED BRAND NAME DRUGS**, or \$60.00 **NON-PREFERRED BRAND NAME DRUGS**, or the difference between the Plan cost of a generic and brand name drug when both are available, or such other amount as is shown in the WHP Booklet.

- Dental - No deductible, 50% up to \$500.00 per calendar year.

- Life and Short Term Disability insurance available, 10,000 life free when health insurance is elected.

- Premiums (Medical & Dental) Bi-weekly schedule:

Single - \$35.00

Dependent (1) - \$75.00

Multi Dependent (family) - \$82.00

- **Cafeteria Plan is available for insurance (agreement must be signed in addition to insurance cards) – POP -Premiums are deducted before taxes.**

_____ **401(k) Savings and Retirement Plan:**

- Enrollment January 1 and July 1 (must have completed 90 days service prior to enrollment).
 - Company match equals 50% of the first 3% of employee elected contribution.

_____ **Vacation:**

- One week paid vacation after 1 year service, Two weeks paid vacation each calendar year thereafter.
- One week vacation pay may be received in lieu of time off (Manager approval required), one week must be taken off from work.
- Vacation and any other time off is subject terminal manager approval and must be scheduled in advance.

_____ **Driver Bonus/Award Programs: (If applicable)**

- Quarterly Safety Bonus - 2.25% of company driver's quarterly earnings, 1% of lease operator's quarterly earnings.
 - Dependent upon quarterly safety record - **NO** - preventable accident(s), incident(s), spill(s), contamination(s), safety gear violations, speeding violations, or failure to attend a scheduled safety meeting.
- Longevity Bonus - Based on length of service, awarded to company and lease drivers with at least 2 years service on 11/30 of the bonus year.
 - percentage is applied to driver's gross earnings for the first 11 months of the year:

2 - 4	years	1%
5 - 9	years	1.25%
10 - 14	years	2.25%
15 +	years	3.25%

The average company driver bonus for the respective length-of-service category for the year is awarded to lease operators.
- Annual Safety Award Program - Eligibility is determined under the ATA Safe Driver Award program.
- Top Driver Award - Discuss if relevant to your terminal.
- Team Incentive Bonus - Discuss if relevant.

_____ **Driver's financial responsibly:**

- Chargeable accidents/incidents/contaminations/spills - (Company driver) loss of quarterly safety bonus and charges up to \$500.00 will be payroll deducted in \$25.00 installments per pay period. (Lease operator) loss of quarterly safety bonus and charges as indicated in the Owner Operator Contract.
- Fines determined to be driver's error - overweight, placards, etc.
- Loss of assigned safety gear.

_____ **Safety Program:**

- Driver responsible for compliance with all D.O.T. regulations
- Reporting procedure for **all** accidents, incidents, contaminations, spills, injuries
- Speeding (includes Company speed observations)
- Log violations program (5th violation letter is mandatory termination/single falsification may result in termination of employment)
- Pre-trip & Post-trip inspection and responsibilities
- Mandatory attendance of Safety Meetings
- Mandatory use of assigned safety gear
- **NO** Radar detectors.

_____ Discuss the chain of command within the terminal and required procedures for requests, grievances and questions.

_____ Discuss required communication with resource managers, CNC, etc.

Comments:

Interviewer

Date

Applicant

Date