



CDL EMPLOYEES APPLICATION FOR EMPLOYMENT

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

PO Box 555
Molalla, Oregon 97038

503.829.5555 phone
503.829.5597 fax
mrm@molalla.net email

Please print or type

Position applying for	Date of application
Applicant's name: Last, First Middle Initial	Referred by: i.e. newspaper, friend, relative, inquiry, etc.

Affidavit

Applications will not be reviewed or considered without reading and signing the affidavit.

I certify that, to the best of my knowledge, the information contained in this application is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or my employment.

I understand that, if I am hired, I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that my prior employers, educational institutions, and other references, listed or not listed on this application may be contacted by the Company. These references are authorized to give the Company any and all pertinent information they may have. I release all persons or entities involved, including the Company, from all liability arising from this contact and provisions of information.

I agree to submit to any post-offer, pre-employment testing or physicals, as required by the Company.

I authorize the Company to conduct an employment check that can include such things as name verification, social security verification, education verification, and a criminal history check and understand that unexpunged criminal convictions or adverse information including willful deception may be considered by the Company in making hiring decisions.

I agree to conform to all the Company's policies, rules, and procedures including but not limited to Molalla Redi-Mix & Rock Products, Inc. employee handbook and any updates made to it. I know that I have full access to the handbook at any time and may request a copy of it to read before signing this affidavit. I understand that by signing this affidavit whether I have read the hand book or not will hold liable to follow and agree to the handbooks policies, rules and procedures, including updates, upon employment and thereafter until such time of termination.

Furthermore, I understand and agree that nothing contained in this employment application, the granting of an interview, or in the offer of employment creates a contract for employment between the Company and myself. If an employment relationship is established, I understand that, unless specifically limited in an express, formally executed contract, I have the right to terminate my employment at any time and for any reason and the Company had the same right.

This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Affidavit, cont.

**Molalla Redi-Mix & Rock Products, Inc. is a drug and alcohol free company.
You will be required to sign and agree to a drug and alcohol policy upon employment.**

CDL Employees will assigned to a DOT regulated policy with all the rules and regulations as required. You will be given a copy upon request or upon an offer of employment. A full copy of the policy is in the employee handbook and may be request at any time before signing the affidavit.

The Company will hold all non-DOT regulated employees including equipment operators and labor, field, and/or yard employees to the same standards of conduct regarding drug and alcohol use as DOT regulated drivers. Inclusions and exceptions to the DOT testing are as follows but not limited to:

- 1) Employee will be subject to a pre-employment drug screening.
- 2) Employee will be subject to a non-DOT regulated random screening.
- 3) Employee will be subject to post accident testing.
- 5) Employee will be subject to the same standards regarding reasonable suspicion.
- 6) Failing, diluted, or refusing to test will be treated will result in be suspended from performing any safety-sensitive functions and will be subject to disciplinary action up to and including termination of employment.

The Company will hold all office personnel and any other employees in non-safety sensitive positions to the same standards of conduct regarding drug and alcohol use as DOT regulated drivers. Inclusions and exceptions to the DOT testing are as follows but not limited to:

- 1) Employee may be subject to pre-employment screening. The decision to test is entirely up to the Company's discretion.
- 2) Employee may be subject to a non-DOT regulated random screening.
- 3) Employee may be subject to post accident testing. This may include accidents in company vehicles. Any incident when an amount of \$100.00 or more is missing after being in the employee's control.
- 4) Employee will be subject to the same standards regarding reasonable suspicion.
- 5) Failing, diluted, or refusing to test will be treated will result in be suspended from performing any safety-sensitive functions and will be subject to disciplinary action up to and including termination of employment

I authorize you to make such investigation and inquires on my personal, employment, driving, criminal or medical history and other related matters as may be necessary in arriving at an employment decision. (Generally, inquires regarding medical history will be made only if and after a conditional offer of employment has been extended.) I hereby release employers, schools, health care providers and other persons from all liability in responding to inquires and releasing information 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.

Affidavit, cont.

I understand that information I provide regarding current and/or previous employers may be used, and those employer(s) will be contacted, for the purpose or investigating my safety performance history as required by 49 CFR 391.23(d) & (e). I understand that I have the right to:

Review information provided by previous employers;

Have error in the information corrected by previous employers and for those previous employers to re-send the corrected information to the prospective employer; and

Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.

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, understand, and consent to the terms of the affidavit included in this application.

Applicant's Signature

Date

Previous Pre-Employment Employee Alcohol and Drug Test Statement

NOTICE TO EMPLOYER: Sec. 40.25(j) As the employer, you must also ask the employee whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which employee applied for but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years. If the employees admit that he or she had a positive test or refusal to test, you must not use the employee to perform safety-sensitive functions for you, until and unless the employee documents successful completion of the return-to-duty process. (See Sec. 40.25(b)(5) and (e))

NOTICE TO EMPLOYEE: You are required by Sec. 40.25(j) to respond to the below questions. If yes is answered to either question, before being employed in any safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules, you must provide documents of successful completion of the return-to-duty process. (See Sec. 40.25(b)(5) and (e))

- 1) Have you tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years?

Check one: YES NO

- 2) If you have answered yes, can you provide/obtain proof that you've successfully completed the DOT return-to-duty requirements?

Check one: YES NO

I certify that the information on this document is true and correct.

Prospective Employee Signature: _____

Date: _____

Witnessed By (signature): _____ Date: _____



CDL Employee

APPLICATION FOR EMPLOYMENT

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Please print or type – Answer all questions

Applicant's name: Last, First Middle Initial

Three (3) year history of address required

Address: Number, Street, City, State, Zip		How Long?
Address: Number, Street, City, State, Zip		How Long?
Address: Number, Street, City, State, Zip		How Long?
Home Phone:	Cell Phone:	Social Security Number (voluntary, until employment):

Best time to contact you: _____ am / pm

Best phone to call home cell

Are you 21 years or age or over? yes no

Date of Birth: _____

Do you have the legal right to work in the United States?

yes no

Have you ever filed an application with us before?

yes no when _____

Do you meet the requirements and qualification in the job posting? yes no

This job requires regular lifting of 50+ lbs, bending, and pulling, climbing. Are you able to perform these duties?

yes no

Do any of your friends or relatives work here?

yes no name _____

Are you currently employed? yes no

May we contact your current employer? yes no

We work Saturday. Are you available to work this day?

yes no

First day available for work: _____

What is your desired rate of pay: _____

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 High School: 1 2 3 4 GED College: 1 2 3 4 +

	Name and City of School	Course of Study	Year Completed	Diploma/ Degree
Undergrad College				
Graduate/ Professional				
Other (Specify)				

Military: (Please fill in if applicable)

Branch: _____ Date: _____ to _____

EXPERIENCE AND QUALIFICATIONS - DRIVER, REVIEW OF DRIVING RECORD

Driver License	State	License No.	Type	Endorsements	Expiration Date

Have you ever been denied a license, permit, or privilege to operate a motor vehicle? yes no

Has any license, permit or privilege even been suspended or revoked? yes no

If you answered yes to either of the above, please give details: _____

DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLAT, DUMP, REFER)	DATE		APPROX. TIME TOTAL
		FROM	TO	
Straight Truck <input type="checkbox"/> yes <input type="checkbox"/> no				
Tractor Trailer & Semi Trailer <input type="checkbox"/> yes <input type="checkbox"/> no				
Tractor – Two Trailer <input type="checkbox"/> yes <input type="checkbox"/> no				
Tractor – Three Trailer <input type="checkbox"/> yes <input type="checkbox"/> no				
Motor Coach – School Bus (8+ Pass.) <input type="checkbox"/> yes <input type="checkbox"/> no				
Motor Coach – School Bus (15+ Pass.) <input type="checkbox"/> yes <input type="checkbox"/> no				
Other <input type="checkbox"/> yes <input type="checkbox"/> no				

List states operated in for the last five years: _____

List any special courses or training that will help you as a driver: _____

Do you hold any safe driver awards? From whom? _____

List any trucking, transportation or other experiences that may help in your work for this company: _____

ACCIDENT RECORD FOR PAST 3 YEARS OR MORE

(Attach sheet if more space is needed. List most resent first. If none, write NONE .)

Date	Nature of Accident <i>(head-on, rear-end, upset, etc.)</i>	Deaths	Injuries	Hazardous Material Spill	Preventable	At Fault
		Y / N	Y / N	Y / N	Y / N	Y / N

TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST THREE (3) YEARS

(Attach sheet if more space is needed. List most resent first. Do not list parking violations. If none, write NONE .)

<i>Location</i>	<i>Date</i>	<i>Charge</i>	<i>Penalty</i>

EXPERIENCE AND QUALIFICATIONS - VEHICLE MAINTENANCE

List courses and training in maintenance work:

List maintenance equipment you can operate: _____

You will be required to do light maintenance of your truck. IE: Fixing lights, changing out switches, washing and maintaining both exterior and interior of truck, occasionally oil changes, and other minor repairs. Are you capable and willing to perform these duties? yes no. If no please explain:

EXPERIENCE AND QUALIFICATIONS – OTHER

List types of equipment you can operate: _____

List courses or training in operation of equipment you can operate: _____

List courses and training other than that shown elsewhere in the application: _____

List special equipment or technical material you can work with (other than those already shown): _____

WORK EXPERIENCE / EMPLOYMENT HISTORY

(List employer in reverse order starting with the most recent. Add another sheet if necessary.)

All drivers' applicants to drive in interstate commerce must provide the following information on all employers during the preceding 3 years, 7 years for intrastate. List complete mailing address, street number, city, state, and zip code.

EMPLOYER		PHONE	
ADDRESS			MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
JOB TITLE	SUPERVISOR		
REASON FOR LEAVING:	DATE EMPLOYED	TO	ENDING RATE OF PAY
WHERE YOU SUBJECT TO THE FMCSR'S* WHILE EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG & ALCOHOL TESTING REQUIREMENTS OF 49CFR PART 40? <input type="checkbox"/> YES <input type="checkbox"/> NO			
EMPLOYER		PHONE	
ADDRESS			MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
JOB TITLE	SUPERVISOR		
REASON FOR LEAVING:	DATE EMPLOYED	TO	ENDING RATE OF PAY
WHERE YOU SUBJECT TO THE FMCSR'S* WHILE EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG & ALCOHOL TESTING REQUIREMENTS OF 49CFR PART 40? <input type="checkbox"/> YES <input type="checkbox"/> NO			
EMPLOYER		PHONE	
ADDRESS			MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
JOB TITLE	SUPERVISOR		
REASON FOR LEAVING:	DATE EMPLOYED	TO	ENDING RATE OF PAY
WHERE YOU SUBJECT TO THE FMCSR'S* WHILE EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG & ALCOHOL TESTING REQUIREMENTS OF 49CFR PART 40? <input type="checkbox"/> YES <input type="checkbox"/> NO			
EMPLOYER		PHONE	
ADDRESS			MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
JOB TITLE	SUPERVISOR		
REASON FOR LEAVING:	DATE EMPLOYED	TO	ENDING RATE OF PAY
WHERE YOU SUBJECT TO THE FMCSR'S* WHILE EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG & ALCOHOL TESTING REQUIREMENTS OF 49CFR PART 40? <input type="checkbox"/> YES <input type="checkbox"/> NO			

* Includes vehicles having a GVWR of 26,001 lbs. or more, vehicles designed to transport 15 or more passengers, or any size vehicle used to transport hazardous materials in quantity requiring placarding.

The Federal Motor Carrier Safety Regulations (FMCSR's) apply to anyone operating a motor vehicle on a highway in interstate commerce to transport passengers or property when the vehicle (1) weighs or has a GVRW of 10,001lbs or more, (2) is designed or used to transport 9 or more passenger, OR (3) is of any size and is used to transport hazardous materials in a quantity requiring placarding.

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.

Signature: _____ Date: _____

DRIVER JOB DESCRIPTION

1 PURPOSE

- 1.1 The purpose of this job description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of a Concrete Truck Driver of Molalla Redi-Mix & Rock Products, Inc..

2 BASIC FUNCTION

- 2.1 The basic function of Driver is to deliver concrete and materials to customer sites as close to the allotted time schedules as possible with excellent quality and service and to maintain his/her assigned vehicle in accordance with the company maintenance plan.

3 REPORTING RELATIONSHIPS

- 3.1 The Driver reports to the Dispatcher.

4 JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. Listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

4.1 EDUCATION

- 4.1.1 Preferred: High school diploma or equivalent.

4.2 LICENSING/REGISTRATION/CERTIFICATION

- 4.2.1 Required: Current, valid Commercial Driver's License (CDL) Class "B" for mixer drivers, Class "A" for driving double trailers, medical certification and current valid vehicle operator's licenses as required by state and local law.

4.3 EXPERIENCE

- 4.3.1 Required: 1 ½ years prior experience as a Driver.
- 4.3.2 Preferred: 1 ½ or more years of experience as a Driver of concrete mixer trucks.

4.4 SKILLS, KNOWLEDGE, AND ABILITIES

- 4.4.1 Provide prompt, dependable, high quality service to (internal and external) customers.
- 4.4.2 Complete deliveries within the scheduled or allotted time period whenever possible. Continually improve "efficiency skill".
- 4.4.3 Complete the assigned batch plant operations in a timely manner.

- 4.4.4 Maintain productivity as close to 100% as possible.
 - 4.4.5 Accept delivery and other work assignments from the Dispatcher.
 - 4.4.6 Maintains assigned vehicle per the maintenance plan. Effects repairs when called upon. Notifies Dispatcher immediately if repairs are needed beyond the Drivers capabilities.
 - 4.4.7 Operates assigned vehicle safely and in accordance with national, state and local regulations.
 - 4.4.8 Assist the service writer or Dispatcher, when requested, with writing up work orders, communication with customers, or any other issue which will help ensure customer satisfaction.
 - 4.4.9 Notify the Dispatcher of additional work needed, correction of driving directions given, or any delays in expected completion of assigned delivery.
 - 4.4.10 Notify other Drivers of details pertaining to jobs to help them better serve the customer, such as slump needed, backing into jobs, standing by off site, corrected driving directions and other details as necessary.
 - 4.4.11 After job completion ensure completion of proper paperwork and payment.
 - 4.4.12 Keep vehicle clean inside and outside and assist others in maintaining shop and precast area cleanliness.
 - 4.4.13 Assist yard personnel as needed to insure effective operations.
 - 4.4.14 Maintain technical qualification by completing the any necessary programs assigned to you by the Dispatcher.
 - 4.4.15 Assist other drivers as needed to help batching, delivery and other information to provide timely service to the customer.
 - 4.4.16 Following items pertaining to the Company's Employee Handbook in relation to your job.
 - 4.4.17 Other duties as assigned by the Dispatcher.
- 4.5 PHYSICAL

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

- 4.5.1 **BODY POSITIONS:** While performing the duties of this job, the employee is regularly required to stand, bend, stoop, turn the head and torso, climb on ladders/equipment and reach.
- 4.5.2 **BODY MOVEMENTS:** The employee must have a full range of body movements including use of hands to finger, handle, or feel objects, computer equipment and peripherals; and bending, reaching, and crouching.
- 4.5.3 **BODY SENSES:** Must have command of all five senses, sight, hearing, touch, smell and taste. Specific vision abilities required include close vision, depth perception, and the ability to adjust focus. These vision requirements in each area must be sufficient to shift in focus from computer screens to close forms.
- 4.5.4 **STRENGTH:** Must have the ability to lift 50 Lbs pounds with regularity.

4.6 WORKING CONDITIONS

4.6.1 This position will be working primarily outdoors in the company vehicle at customer locations, the company site and the roadways in between. From this movement, the employee will encounter varying temperatures. The noise level in the work environment is usually moderate, but can be higher for short periods of time.

4.6.2 Frequently works near moving mechanical parts, is exposed to electrical circuits.

5 AUTHORITY

5.1 The Driver is authorized to take any reasonable action necessary to carry out the responsibilities assigned so long as such action is safe, does not deviate from established corporate policy and is consistent with sound business judgment. He Driver is authorized to stop any unsafe act.

6 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Driver include, but are not limited to:

6.1 Performance of the services as outlined in paragraph 4.4 above.

6.2 Provide quality and fair service to customers.

6.3 Other duties/responsibilities that may be assigned by the Dispatcher from time to time.

7 STANDARDS OF PERFORMANCE

The Driver shall be deemed to be performing in an acceptable manner when the following have been accomplished:

7.1 The timely completion of assignments.

7.2 Preparation of the required paperwork and resulting payment involved in service.

7.3 Operating Safely.

7.4 Attending the required training.

7.5 Cooperating with others for the achievement of departmental goals & objectives.

8 ACKNOWLEDGMENT

8.1 I have reviewed and understand the above job description and believe it to be *accurate* and *complete*, and I can successfully fulfill each duty or task. I also agree that management retains the right to change this job description at any time.

Perspective Employee Signature

Date