

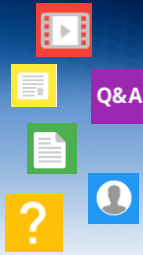
Driver Screening Protocols

11:00 AM Eastern Time (New York)
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Housekeeping Items

- Audio streamed through computer speakers
- Widgets are resizable and moveable
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- Enter questions via the Q&A
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Driver Screening Protocols

March 14, 2019



Driver Screening Protocols

This webcast will cover ...

- A regulatory overview
- Best practices in compliance
- A case study in implementation
- Question & Answer

Attention Attendees:

- + Thank you for attending!
- + You will be muted during the event.
- + Please use the Q&A feature to send in questions to us. We'll try to answer them during the Q&A period if they are not covered in the presentation.
- + The slides and recording will be posted within 7 days at: www.jjkeller.com/nptcinfo



Gary Petty
President & CEO
National Private Truck Council



Meet Your Presenters



Gary Petty
President & CEO
National Private Truck Council



Tom Bray
Industry Consultant-
Transportation
J. J. Keller & Associates



Tom Moore, CTP
Senior Vice President
National Private Truck Council



Chuck Amen, CTP
Manager, Transportation
Operations
Hillyard, Inc.



Regulatory Overview



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Industry Consultant – Transportation
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Regulations

- FMCSA requires two screening mechanisms be used:
 - MVRs (§391.23(a)(1))
 - Safety performance history (§391.23(a)(2))



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MVRs

- MVR from all states the driver was licensed in over the previous three years
 - Valid
 - Correct class and endorsements
 - No applicable restrictions
 - Must be in hand within 30 days of hire*
 - If CDL driver does not have a medical card issued in the last 15 days, need MVR before driver operates for you



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MVRs

- Kept in DQ file the entire time the driver is employed, plus three years
 - Do not confuse with annual MVR



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Safety Performance History (SPH)

- Using employer information from driver's application
 - Contact all DOT-regulated employers over the previous three years
 - General employment verification
 - DOT-recordable accidents
 - DOT drug and alcohol testing refusals or positives
 - If refusal or positive: Status in return-to-duty process



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We Don't Share That

- Make sure they have received a signed release and that you are only asking the required questions
- Document refusal to provide the information
- Consider reporting other carrier to FMCSA



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Not There or Not Answering

- Make a "good faith effort" to get in contact
 - Make sure driver provided good contact information
 - Document three attempts to contact
 - Phone
 - Fax/email
 - Mail or certified mail



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No DOT-Regulated Employers

- Document the fact that the applicant did not have any DOT-regulated previous employers
- Place document where SPHs are normally kept



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Prove It

- Cannot get SPH verification through previous employer, ask for:
 - Logs
 - Pay stubs
 - W-2s
 - Personal contact from previous carrier
- Not required, but clearly a best practice



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Beyond Compliance



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Senior Vice President
National Private Truck Council



What Information Does PSP Provide?

5 years
CRASH HISTORY

3 years
ROADSIDE INSPECTION DATA

30 days
UPDATED REGULARLY

- An employer may only use PSP during the hiring process
- There is a \$10 fee for electronic access to the record



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Safety Study

- Motor carriers using PSP experienced, on average, an 8% greater decrease in crash rates and a 17% greater reduction in out-of-service rates.
- Motor carriers also avoided more than 800 crashes and nearly 3,600 out-of-service events



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Enrolling in PSP

- To access PSP records motor carriers must first enroll in the program by visiting www.psp.fmcsa.dot.gov and following the steps on the online enrollment wizard
- The cost to enroll is \$25 a year for motor carriers with 1-99 power units in their fleets and \$100 a year for motor carriers with 100+ power units in their fleet



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The Fleet Perspective: Hillyard, Inc.



Chuck Amen, CTP
Manager, Transportation Operations
Hillyard, Inc.



Who We Are

- Founded 1907, St. Joseph, MO
- 5th Generation Family, Privately Owned & Managed
- Manufacturer and Distributor of Cleaning Solutions
- Over 800 Employees Nationwide



Transportation Fleet thru the Years



Chuck Amen, CTP
Manager, Transportation Operations
Hillyard, Inc.



Transportation Fleet thru the Years



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Transportation Fleet thru the Years



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Inventor of Modern Day Gym Finish

A Rich Heritage in Basketball...

Newton S. Hillyard – The Inventor of Modern Day Gym Finish
 Improving Safety & Performance for Athletes



The Largest Gym Floor West of the Mississippi - 1920
 National AAU Champions 1925, 1926



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Hillyard – The Manufacturer

- General Cleaners & Disinfectants
- Restroom Care & Hand Hygiene
- Hard Floor Care and Carpet Care Products
- Sports Floor Coatings – Gym Finishes

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A J. J. Keller, Inc. Company
Since 1953

Application Process

- Job postings are advertised through multiple platforms
- Candidates must apply online
- Qualified candidates are identified and interviewed by our Traffic Department
- Candidate is then referred to HR for interview

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New Hire Approval & Screening

- HR approves candidate
- Conditional offer of employment pending screenings
- Candidate must accept offer and begin screening process
 - Background checks (MVR, PSP and Criminal Background)
 - Drug screen
 - Driving test
 - Post Offer Employment Test (POET) validates physical capability

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Importance of the PSP

- We learned several years ago, the importance of the PSP
- We had a former employee that had numerous violations that we thought could be attributed to the area he was driving in
- When he left our employment, those inspections and violations did not reoccur with other drivers



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- Driver must pass the Road Test, Post Offer Employment Test (Function ability test), Drug Screen and new DOT Physical



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Post Offer Employment Test

- POET – Vendor came in and conducted a functional job analysis for each position in our company
- The validated analysis provides us the “measurable” physical job demands for our positions
- Job specific testing is completed and validated prior to the candidate starting and performing any assigned duties



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In-House Orientation

- Hazardous Communication
- Active Shooter
- Sexual Harassment
- Fork Lift and Power Dolly
- Ladder Safety
- DOT Drug & Alcohol
- Distracted Driving
- Hazmat Awareness
- Hazmat Shipping papers, label and placarding
- Fire Extinguisher
- Slips, trips and falls
- Strains & Sprains



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Manager, Transportation Operations
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Safety is our Goal!

•Traffic Department is closing in on 1,000 days since Lost Time due to Injury!!



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Veteran driver training assistance

• We send the new driver out with a veteran driver on 1 trip to see how we access Hillyard locations after hours, how to operate the E-Log system, fill out paperwork, and to have a person to rely on when questions come up



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Question & Answer Session



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More Questions?



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Please join us for our next webcasts

Understanding FMCSA's Item Response Theory Model for Identifying At-Risk Carriers

May 8, 2019

How to Use the DataQ System to Remove a Non-Fault Crash from Your Record

May 9, 2019

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