



11060 County Road 3 (Box 164)  
South Mountain, Ontario K0E 1W0  
1-800-387-0504  
www.jedexpress.com



Copies of the following must be handed in along  
with your Pre-employment package

- Health Card
- Passport
- Birth Certificate
- Driver's License
- Fast Card
- A Void Check





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## Certification of Compliance with Driver License Requirements

Motor Carrier Instructions: The requirements in Part 383 apply to every driver who operates in intrastate, interstate, or foreign commerce and operates a vehicle weighing 26,001 pounds or more, can transport more than 15 people, or transports hazardous material that require placarding.

The requirements in Part 391 apply to every driver who operates in interstate commerce and operates a vehicle weighing 10,001 pounds or more, can transport more than 15 people, or transports hazardous materials that require placarding.

Driver Requirements: Parts 383 and 391 of the Federal Motor Carrier Safety Regulations contain some requirements that you as a driver must comply with. These requirements are in effect as of July 1, 1987. They are as follows:

1) You, as a commercial vehicle driver, may not possess more than one license. The only exception is if a state requires you to have more than one license. This exception is allowed until January 1, 1990.

If you currently have more than one license, you should keep the license from your state of residence and return the additional licenses to the states that issued them. DESTROYING a license does not close the record in the state that issued it; you must notify the state. If a multiple license has been lost, stolen, or destroyed, you should close your record by notifying the state of issuance that you no longer want to be licensed by that state.

2) Sections 392.42 and 383.33 of the Federal Motor Carrier Safety Regulations require that you notify your employer the NEXT BUSINESS DAY of any revocation or suspension of your driver's license. In addition, Section 383.31 requires that any time you violate a state or local traffic law (other than parking), you must report it to your employing motor carrier and the state that issued your license within 30 days.

DRIVER CERTIFICATION: I certify that I have read and understand the above requirements.

The following license is the only one I will possess:

Driver's License No. \_\_\_\_\_

Issuing State/Province \_\_\_\_\_

Expiry Date \_\_\_\_\_

Driver Signature \_\_\_\_\_

Driver Name \_\_\_\_\_

(Please print)

Notes \_\_\_\_\_







# DRIVER REQUIREMENTS

## Rules

In order to ensure safe operation of the company's fleet vehicles, all drivers must be aware of and comply with all regulations governing their conduct.

## Licensing

Initials

a) I know that I must have a valid driver's licence.

b) I agree to report all traffic violations to my employer in writing.

c) I understand that I must not operate a vehicle while under the influence of drugs or alcohol.

## Hours of Work

Initials

a) I have been informed of and understand the hours of work regulations.

b) I am aware that I must arrange my work schedule to comply with these regulations.

c) I agree to submit a record of all on-duty hours accumulated while working for other operators.

## Pre-trip Inspections

Initials

I am aware of the pre-trip inspection requirements and understand them.

## Load Security

Initials

I have been informed of and understand the load security regulations.  
(i.e. Ensure that the load is tarped as required)

Driver's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_



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## Probationary Period Policy

### Intent

The probationary period for new Jed Express Ltd. employees generally lasts for 90 days. All new hires must undergo a probationary period. If the Company, in its sole discretion, determines the probationary employee is not suitable, then the employment relationship will be terminated, with no notice or compensation in lieu of notice.

### Guidelines

During the probationary period, Jed Express Ltd. will evaluate the new hire's qualifications, skills and "fit" within our Company. The probationary period also gives new hire the opportunity to decide if Jed Express Ltd. is a place they feel comfortable and would like to work.

The given time frame of 90 days does not constitute an obligation on the part of the Company to retain the employee until the end of the probationary period. This period involves special orientation activities plus closer and more frequent performance evaluations than that given to regular employees. During this time or at any time of employment, the Company or the employee may terminate the working relationship without cause and/or without advance notice, except as prescribed by law.

At the end of the probationary period, if the employee has not been available to work the full probationary period or work performance has not met expectations, the length of the probation may be extended by the Company at its sole discretion.

Upon satisfactory completion of the probationary period, the employee will achieve a regular or part time employee status.

## Acknowledgement & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Probationary Period Policy of Jed Express Ltd. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_





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**DRIVER CERTIFICATION FOR OTHER COMPENSATED WORK**

Instructions: When employed by a motor carrier, a driver must report to the carrier all on-duty time including time working for other employers. The definition of on-duty time found in Section 395.2 paragraphs (8) and (9) of the Federal Motor Carrier Safety Regulations includes time performing any other work in the capacity of, or in the employ or service of, a common, contract or private motor carrier, also performing any compensated work for any non-motor carrier entity,

Are you currently working for another employer?                      YES                      NO

At this time do you intend to work for another Employer                      YES                      NO  
while still employed by this company?

I hereby certify that the information given above is true and I understand that once I become employed with this company, if I begin working for any additional employer(s) for compensation that I must inform this company immediately of such employment activity.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver Name (please print)

\_\_\_\_\_  
Witness - Company Representative





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DIABETIC FORM

Date: \_\_\_\_\_

Driver's Name: \_\_\_\_\_  
(please print)

Driver's Signature: \_\_\_\_\_

Are you a diabetic?      YES      NO

If yes, please continue

Do you take 'insulin'?      YES      NO

