

 **OFFICIAL**

**PRESS ENERGY SERVICES, LLC**

**DRIVER INITIATION ~ NEW HIRE FORM**

**Interview With Company**

Requirements:

* 2 years Minimum CDL Driving Experience
* Take & Pass DOT Drug and Alcohol Test
* Current Medical Card
* No more than 2 moving traffic violations within the past 24 Month (non serious)
* No DUI or DWI record
* Must be 24 Years of Age
* Must take road Test around our shop before eligible for driving our vehicle for work
* *Must provide copy of Current MVR for Press Energy’s review*
* *Tanker Endorsement*
* *Previous Employer Verification*
* *Criminal History*

# Driver has been hired into a Trial/Training Period/Orientation.

 This means the driver has completed all the above mentioned requirements.

Driver has to be WorkSmart and StreetSmart trained before assigned to a job.

Driver has to ride along with Press Energy Lead Driver and receive on-the-job training (OJT) for four (4) shifts.

Driver will receive OJT on how to drive a loaded water truck/trailer with Lead Driver.

Driver will be trained on how to use pumps.

Driver will be trained on loading and unloading of fluids without spills.

Driver will, after four (4) days of successful demonstration of OJT, will enter an evaluation of their training. If we are confident driver can perform successfully and safely the skills they will be hired as full-time driver.

Driver , will be provided the following company safety standards: JSA, HAZARD RECOGNITION, SLIPS, TRIPS AND FALLS, VEHICLE BACKING SAFETY, GROUND GUIDE, SPOTTING AND BACKING PROCEDURES, HANDHELD MOBILE DEVICES BAN, H2S GAS, JOB SITE SAFETY PROCEDURES, PPE, EMERGENCY PLANS, FIRE PREVENTION PLANS, HAZARD COMMUNICATION (HAZ COM) OF CHEMICALS, Pre-Trip Inspection, CB ETIQUETTE, SEAT BELTS, WELL SITE AND TANK IDENTIFICATION, STATIC ELECTRICITY AND BONDING, SPILL CONTAINMENT, SPILL PREVENTION AND CLEANUP TECHNIQUES, USING 3 POINTS OF CONTACT WHILE USING BERM AND TANK STAIRS, LOADING AND UNLOADING PROCEDURES, USING A CHECKLIST TO ENSURE NO STEPS ARE MISSED, COMMUNICATION WITH SUPERVISORS/DISPATCH, AND ANY OTHER COMPANY SPECIFIC OR JOB SPECIFIC TRAINING AS REQUIRED.

Mentor Program

Mentorship is a personal development relationship in which a more experienced person helps to guide a less experienced. However, true mentoring is more than just answering occasional questions or providing ad hoc help. It is about an ongoing relationship of learning, dialog, and challenge. A mentor can help a new employee by showing: this is making something understandable, or using personal examples, to demonstrate a skill or activity. You show what you are talking about; you show your own behavior. Mentors should look for “Teachable Moments” in order to expand or realize the situation at hand.

Driver will be retained after orientation:

* Driver cooperates with lead driver/mentor,
* Works in a safe manner
* Cooperates with coworkers, supervisors
* Punctual, reliable, and dependable
* Follows all company and host company policies

Driver will be released after orientation

* Unable to complete orientation, initial training, or supervisor verification
* Poor attitude
* Not reliable or punctual
* Fails to follow all safety policies at all times

# Full Time Drivers Training

Driver will be trained on all Computer Based Learning (CBL) tests.

Driver will have daily “tailgate” safety meetings conducted by manager. This will include:

* Cover daily agenda/tasks including routes, road weight restrictions, detours, lease roads.
* Daily housekeeping items including Proper Protective Equipment (PPE), cones, wheel chocks, spill containment, pay attention to trailer tires, pre- and post-trip inspections.
* Important changes/ad hoc information from Production Companies regarding our work on water hauling/frac jobs, etc.
* Reminder to take care and time, DO NOT SPEED

# Monthly Safety Meetings.

Every employee is required to attend Monthly Safety Meeting covering:

* Driver recognition/rewards for exemplary work
* New instructions/expectations from client – Production Companies
* Current Issues/Meeting Notes

# Quarterly Safety Meetings

* Outside company representative present
* Question & Answer (Q&A) session with drivers/Roustabouts

# Disciplinary Actions on Employee Mistakes/Safety Violations

* Any minor incident (such as not putting cones out or using wheel chocks) driver will receive verbal warning and discussion with all employees in daily safety meeting.
* Any major incident (such as spill, backing accident on site) driver will be suspended for three (3) days without pay and repeat offense within six-month period will result in termination of employment.
* Any suspicion of drug or alcohol use will result in immediate termination of employment.
* Excessive absenteeism/tardiness will result in termination of employment
* Professional conduct is expected from each employee of Press Energy and violation of these expectations could result in disciplinary action up to and including dismissal.

### Employee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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