

Coastal Transport Orientation Checklist

ALL NEW HIRES:

- 1. Brief history of CTCO & Area of CTCO Operations.
- 2. Employee Benefits:
 - a. All Insurance benefits begin the 1st of the following month after 60 days of employment. Dependent Eligibility is required for anyone adding dependents to insurance products.
 - b. Dependent Children - College Reimbursement Assistance and 401k – after 1 year.
 - c. Vacation, Holiday, Bereavement, and Jury Duty Pay.
 - d. Pay schedule and documentation for payment (time cards) and direct deposit.
 - e. Hours and Days of operation – 7 days a week – 365 days a year – various shifts.
 - f. Employees out of work are responsible for **all insurance premiums** (medical, dental, vision, disability, life, etc.) that are normally payroll deducted.
- 3. Workers' Compensation and Light Duty Program. Reporting on the job injuries immediately to Terminal Manager and/or Supervisor.
- 4. CTCO Policies & Procedures to include our Drug & Alcohol Policy.
- 5. Dress Code – Safety equipment furnished to you by CTCO shall be worn and used at all times in performance of your duties.
- Take picture for CTCO ID - for security purposes.

ALL DRIVER NEW HIRES:

- 1. Driver trainee – Documentation, training period and duties during training.
- 2. Providing service to our customers, what is expected.
- 3. Reporting of accidents, spills, mixes, contaminations, loading errors and incidents **immediately**.
- 4. Truck Camera (AER) Policy – Tampering or vandalism of the AER will not be tolerated.
- 5. Mandatory usage of green cone on diesel storage tank and red cone on premium grade storage tank. Green/Red color cones are not part of the initial safety barrier orange cone set up.
- 6. Cell phone usage is prohibited while operating a Coastal CMV (commercial motor vehicle) and while loading/unloading.
- 7. All drivers are reminded that you must report for duty well rested and in good health.
- 8. Mandatory Safety Meetings and Training Classes. Driver Safety Bonuses and Retention Bonuses issued Bi-Annually.
- 9. Government Regulations – FMCSA – Hours of Service - Drivers Daily Logs, Driver Vehicle Inspection Reports (DVIR), Reformulated and Conventional Fuel – discuss counties applicable. Reporting Roadside Inspections and any vehicular tickets (send copies to Safety Dept.).

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND DO UNDERSTAND THE ABOVE LISTED ITEMS. I ALSO CERTIFY THAT THE ABOVE LISTED WERE DISCUSSED AND REVIEWED WITH ME. ANY QUESTIONS OR CLARIFICATIONS I NEEDED WERE DISCUSSED WITH ME.

Employee Printed Name & Signature

Date

Terminal Manager Signature

Date