

CEMENT AND END DUMP TRUCK DRIVER

Application Instructions

Thank you for applying for employment.

Federal Law requires that we obtain much of the information requested in this application for all Commercial Motor Vehicle driver applicants. It is very important that you follow these instructions while filling out your application. Failure to do so may prevent us from processing your application.

Enclosed in this packet is a job description for the position you are applying for. Please read this description and if you meet the qualifications, sign and date where provided.

If you meet the qualifications for the position you are applying for, you should then complete the following:

- ▶ **The five page application form, as completely as possible**
 - ▶▶ Sign the Driver Certifications on Page 2.
 - ▶▶ Sign the Certification and Release on Page 5.
- ▶ **Request for Information from Previous Employer**
 - ▶▶ Sign and date at the top of the form only, do not fill out any of the other information.
- ▶ **Consents for Pre-Employment Physical and Pre-Employment Drug Screen**
 - ▶▶ Print name at the top, sign and date each consent form.
- ▶ **Request for Information from Previous Employer**
 - ▶▶ Date and sign at top of first page.
- ▶ **Important Notice..... PSP On-Line Release**
 - ▶▶ Print name, sign and date at the bottom.

The information provided by you may be used, and your prior employers may be contacted, for the purpose of investigating your background as required by the Federal Motor Carrier Safety Administration. Furthermore, as part of this investigation, a copy of your motor vehicle driving record may be obtained. By signing the application form, you are authorizing this Company to conduct this investigation. Failure to sign the application will prevent us from processing your application further.

All driver applicants must, in conformance with Department of Transportation regulations, submit to a urine drug screen prior to being employed as a D.O.T.-qualified driver with this Company. Any applicant that has a positive test result for any of the substances listed below, or that refuses to provide an appropriate sample, will be considered unqualified to operate a commercial motor vehicle under D.O.T. regulations, and therefore unqualified for employment as a driver for this Company.

Marijuana	Barbiturates	Amphetamines (including methamphetamine)
Cocaine	Opiates	Phencyclidine (PCP)

This Company is an Equal Opportunity Employer and all qualified applicants will receive consideration without regard to race, age, color, gender, gender identity, sexual orientation, religion, national origin, veteran status, military service, genetic information or other characteristics protected by law.

Upon completion of these items, please submit them to the Receptionist at:
4500 S. Great Trinity Forest Way, Dallas, TX

CEMENT AND END DUMP TRUCK DRIVER

The purpose of this position is to drive, operate and maintain a haul truck in a safe and professional manner. The driver ensures that loads are secured and delivered to the proper facility and bin/silo. The position must give special attention to accuracy, as this is crucial to the quality of the concrete produced.

QUALIFICATIONS

- ▶ Class A Commercial Drivers License with Airbrake endorsement.
- ▶ At least 21 years of age.
- ▶ Prior truck driving experience mandatory, with 24 months minimum preferred.
- ▶ Tanker or End Dump driving, or related construction experience, preferred.
- ▶ Driving record in conformity with this Company's vehicle policy requirements.
- ▶ Ability to pass basic training in safety, quality and maintenance.
- ▶ Must be reliable.
- ▶ Must have telephone or other reasonable means by which you can be contacted.
- ▶ Must be able to pass a federal Department of Transportation drug screen and physical.
- ▶ Some mechanical ability to perform required pre- and post-trip inspections and to correct minor deficiencies.
- ▶ High school diploma or the equivalent.

RESPONSIBILITIES

- ▶ Operates vehicles and maintains personal safety in accordance with Company, FMCSA, and OSHA policy guidelines.
- ▶ Stay informed of all applicable D.O.T. rules and regulations, and operates within those rules and regulations.
- ▶ Performs daily pre-trip and post-trip inspections on truck and related equipment for operation and safety.
- ▶ Keeps truck in premium operating condition and clean inside and outside by adhering to truck checkout and cleaning procedures.
- ▶ Reads and understands delivery tickets, especially with regard to delivery location and type of materials to be delivered.
- ▶ Reports all mechanical problems with equipment to the proper individual(s).
- ▶ Interacts regularly with vendors, operations, production employees and quality control personnel.
- ▶ Performs duties in an efficient manner.
- ▶ Will perform other duties as assigned by management personnel.

This is a construction and service-oriented business, which consists of variable hours and working conditions due to the demand of the customer and the construction industry. Work hours vary according to workload, weather conditions, and scheduling requirements. It is not uncommon to work 12 or more hours in a shift, while on other days work may not be available. Overtime hours are possible. All drivers are expected to be available for work as needed.

Basic Physical Requirements

Required Task	Occasional 0-33%	Frequent 33- 66%	Constant Above 67%
Sitting		X	
Standing		X	
Walking	X		
Bending/ Kneeling/Crouching/Stooping	X		
Reaching above the shoulders	X		
Climbing (stairs, ladders, etc.)	X		
Lifting/Carrying <i>up to 50 lbs</i>	X		
Pushing/Pulling <i>Over 50 lbs</i>	X		
Operating a vehicle (as part of job)		X	
Being around and/or operating moving equipment		X	
Reading/Monitoring various gauges on equipment		X	
Hand Movements:			
Recording Data	X		
Operating Office Equipment	N/A		
Operating Computer	N/A		
Simple Grasping (right and left)		X	
Firm Grasping (right and left)	X		
Fine Manipulating (right and left)	N/A		
Foot Movements to Operate Foot Controls	X		
Office	N/A		
Multiple Locations		X	
Plant		X	
Equipment Maintenance or Repair area	X		
Rough Terrain	X		
Other	X		
Vision: Good Vision, Corrected to Normal Color Definition Required: YES Hearing: Good Hearing, Corrected to Normal Mobility: Ability to be mobile throughout required work areas Ability to Communicate/Understand/Access required information and perform job: Must be able to read, write and speak English and understand highway traffic signs and signals Not allergic to concrete.			

NOTE: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to be an accurate reflection of the job at present.

I have read and understand the job description and can perform the essential functions of this job.

Signature _____ Date _____

DRIVER APPLICATION FOR EMPLOYMENT

This application must be completed legibly, in ink, in applicant's own handwriting. If the answer to any question is "No" or "None", do not leave the item blank but write "No" or "None". Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed.

			Date of Application
Name: First Middle Last	Social Security Number	Date of Birth	
Current street address		Telephone Number(s)	
City	State	Zip	e-mail address

Applicant Note: This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This Company is an Equal Opportunity Employer. It is the policy of this Company to assure that applicants are considered, and that our employees are treated during employment, without regard to their race, age, color, gender, gender identity, sexual orientation, religion, national origin, veteran status, military service, genetic information or other characteristics protected by law.

PLEASE PRINT CLEARLY

Position for which you are applying _____ Location _____

Are you willing to work at other locations? Yes _____ No _____

How did you learn of this position? (Source) _____

Have you ever worked for this Company? Yes _____ No _____

If yes, please indicate where and when employed: _____

On what date can you be available to start? _____

Yes _____ No _____ Have you used any names or Social Security Numbers other than given above? If so, please list in comments below.

Addresses used in last 3 years:

House # & Street	City	State / Zip
1.		
2.		
3.		

Comments:

Driver Qualification Information:

Commercial Drivers License Number _____

License Class _____

State of issue _____

Endorsements _____

Restrictions _____

Expiration Date _____

Do you have any other unexpired Commercial Drivers License? Yes _____ No _____ (If yes, list on last page)

Please give a brief description of your experience in the operation of motor vehicles, including types and years operated.

List states operated in during the last five years: _____

Driver's Certification

I certify that the following is a true and complete list of traffic violations (other than parking violations) for which I have been convicted or forfeited bond or collateral during the past three years. (attach additional page if necessary)

Date of conviction	Offense	City/State	Type of motor vehicle operated

If no violations are listed above, I certify that I have not been convicted, or forfeited bond or collateral on account, of any violations required to be listed during the past three years.

Signature (required)

I certify that the following is a true and complete list of motor vehicle accidents in which I was involved in during the last three years.

Date of Accident	City/State	Nature of accident and type of injuries (if any)

If no accidents are listed above, I certify that I have not been involved in a motor vehicle accident in the last three years.

Signature (required)

Has your license ever been denied, revoked or suspended? Yes _____ No _____
 Have you ever been convicted of/or have a pending DWI/DUI? Yes _____ No _____
 Have you ever been disqualified subject 391 of the FMCSR's? Yes _____ No _____
 Have you ever tested positive or refused a pre-employment drug test: Yes _____ No _____

During the previous two years, have you:

Had an alcohol test result of 0.04 alcohol concentration or greater? Yes _____ No _____
 Had a verified positive controlled substance test result? Yes _____ No _____
 Refused to take or failed a pre-employment alcohol or drug test? Yes _____ No _____

Previous Employment History: List all past employers for the preceding ten years. (Use additional sheets if necessary). A resume may be attached but is not acceptable in lieu of completing this application. Explain any gaps in employment in comments section below.

Most Recent Employer:	Are you currently working for this employer If yes, may we contact	Yes _____ Yes _____	No _____ No _____
Company Name	Phone Number	Fax Number	
City	State	Job Title and Duties	
From _____ to _____ Dates Employed	Immediate Supervisor		
Salary _____ per _____ (hour, week, mile)	Reason for leaving		
Were you subject to the FMCSR's* while employed here?		Yes _____	No _____
Was your job designated as a safety-sensitive function in any D.O.T.-regulated mode subject to the drug and alcohol testing requirements of 49 CFR Part 40?		Yes _____	No _____

Second Most Recent Employer:	Are you currently working for this employer If yes, may we contact	Yes _____ Yes _____	No _____ No _____
Company Name	Phone Number	Fax Number	
City	State	Job Title and Duties	
From _____ to _____ Dates Employed	Immediate Supervisor		
Salary _____ per _____ (hour, week, mile)	Reason for leaving		
Were you subject to the FMCSR's* while employed here?		Yes _____	No _____
Was your job designated as a safety-sensitive function in any D.O.T.-regulated mode subject to the drug and alcohol testing requirements of 49 CFR Part 40?		Yes _____	No _____

Third Most Recent Employer:	Are you currently working for this employer If yes, may we contact	Yes _____ Yes _____	No _____ No _____
Company Name	Phone Number	Fax Number	
City	State	Job Title and Duties	
From _____ to _____ Dates Employed	Immediate Supervisor		
Salary _____ per _____ (hour, week, mile)	Reason for leaving		
Were you subject to the FMCSR's* while employed here?		Yes _____	No _____
Was your job designated as a safety-sensitive function in any D.O.T.-regulated mode subject to the drug and alcohol testing requirements of 49 CFR Part 40?		Yes _____	No _____

Fourth Most Recent Employer: Are you currently working for this employer Yes _____ No _____
 If yes, may we contact Yes _____ No _____

Company Name _____ Phone Number _____ Fax Number _____

City _____ State _____ Job Title and Duties _____

From _____ to _____
 Dates Employed _____ Immediate Supervisor _____
 _____ per _____

Salary _____ (hour, week, mile) Reason for leaving _____

Were you subject to the FMCSR's* while employed here? Yes _____ No _____

Was your job designated as a safety-sensitive function in any D.O.T.-regulated mode subject to the drug and alcohol testing requirements of 49 CFR Part 40? Yes _____ No _____

Fifth Most Recent Employer: Are you currently working for this employer Yes _____ No _____
 If yes, may we contact Yes _____ No _____

Company Name _____ Phone Number _____ Fax Number _____

City _____ State _____ Job Title and Duties _____

From _____ to _____
 Dates Employed _____ Immediate Supervisor _____
 _____ per _____

Salary _____ (hour, week, mile) Reason for leaving _____

Were you subject to the FMCSR's* while employed here? Yes _____ No _____

Was your job designated as a safety-sensitive function in any D.O.T.-regulated mode subject to the drug and alcohol testing requirements of 49 CFR Part 40? Yes _____ No _____

***The Federal Motor Carriers Safety Regulations (FMCSRs) apply to anyone who operates a motor vehicle on a highway in interstate commerce to transport passengers or property when the vehicle: (1) has a GVWR or weighs 10,001 pounds or more, (2) is designed or used to transport nine or more passengers, or (3) is of any size, used to transport hazardous materials in a quantity requiring placards.**

Have you ever been involuntarily terminated or asked to resign from employment? Yes _____ No _____
 If so, give the name of the employer, dates of employment, position held and reason for termination/resignation request

Have you ever been counseled, disciplined, terminated or asked to resign as a result of reported workplace harassment, fighting/assault, violation of safety rules or other inappropriate behavior? Yes _____ No _____
 If so, give the name of the employer, date and description of the incident:

Education

Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

Name	City/State	Completed	Degree
High School			
College			
Trade/Vocational			

References

Include only individuals familiar with your work ability. Do not include relatives.

Name	Address/Phone	Years Known/Relationship

Yes _____ No _____

Have you been given a job description or had the essential functions of the job explained to you?

Yes _____ No _____

Do you understand these essential functions?

Yes _____ No _____

Can you perform the essential functions of this job with or without a reasonable accommodation?

Comments

Use this section to list any additional skills, licenses or certificates that may be job-related. You may also take the opportunity to provide us with additional information you may feel is of value to the job or the Company.

CONDITIONS OF EMPLOYMENT

This application for employment shall be considered active for a period of time not to exceed 45 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. Also, this application for employment shall be considered only as to the position indicated by the Applicant on page 1.

I hereby understand and acknowledge that, unless otherwise defined by applicable laws, any employment relationship with this organization is of an "at will" nature which means that the Employee may resign at any time and the Employer may terminate the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

I understand that the Company will undertake, and I authorize the Company to undertake, any investigation it deems necessary in considering me for employment or, if hired, my continued employment.

I understand that I must undergo a pre-employment drug screen, the result of which will determine whether I will or will not be allowed employment. Further, that after an offer of employment is made, I will be required to complete and pass a physical.

The Company will hire only United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification: (Form I-9)" and produce required documentation after employment.

Certification and Release:

I certify that I have read and understand the Applicant Note on page one of this form, and the Conditions of Employment above, and that the answers given by me to the foregoing questions and the statements made by me are true and complete to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application, whether on this document or not, may result in rejection of my application or discharge at any time during employment. I authorize the Company and/or its agents, including consumer-reporting bureaus, to verify any of this information. I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background to the Company, and hereby release any said employers, persons, schools, companies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Signature_____
Date

Consent For Pre-Employment Drug Screen

I understand that pursuant to Department of Transportation regulations, I must submit to a urine drug screen before I may be employed as a D.O.T. qualified driver with this Company.

I understand that if I test positive for any of the substances listed below, or if I refuse to provide an appropriate sample, I will be considered unqualified to operate a commercial motor vehicle under D.O.T. regulations, and that I will therefore be unqualified for employment as a driver for this Company.

- Amphetamines (including methamphetamine)
- Barbiturates
- Cocaine
- Marijuana (including cannabinoids and THC derivatives)
- Opiates (and their derivatives including morphine and codeine)
- Phencyclidine (PCP)

I understand that the Medical Review Officer (MRO) will maintain the results of the drug test, and will report the results to the Company. The results will be held in strict confidentiality, and will not be released to any other party without my written consent.

I further understand that the expense for this drug screen will be my responsibility. This Company will make an advance payment of my wages for this cost, and deduct this amount from my first paycheck. The cost of the drug screen and Medical Review Officer's report is \$40.00. By signing this form, I hereby authorize this deduction.

Upon completion of my probationary period (90 days) of employment, this Company will reimburse the cost of the drug screen to me.

Having read and understood this consent, I agree to submit to a urine drug screen if I am offered employment with this Company. Further, that any offer of employment with this Company is conditional upon my submission to a drug screen, and upon a negative result for that drug screen.

By this authorization, I release to the extent permitted by law, any laboratory, medical, and Company personnel involved in the examination and testing process, from any and all liabilities alleged to arise from the release and use of testing information obtained pursuant to this Consent.

Date

Applicant Signature

REQUEST FOR INFORMATION

From Previous Employer

I hereby authorize you to release the following information to _____ for purposes of investigation as required by Section 391.23 of the Federal Motor Carrier Safety Regulations. You are released from any and all liability, which may result from furnishing such information.

_____ Applicant's Signature
Date

Dear Sir / Madam:

The individual named below has made application to this Company for a position as a _____ and states that he/she was employed by you as a _____ from _____ to _____

We very much appreciate your assistance in completing, in confidence, the information requested below. Please return via mail or fax to 314-842-0235. Thank you for your time.

4500 S. Great Trinity Forest Way
Dallas, Texas 75241
Telephone: (214) 371-3333

Sincerely,

Candice Barber, Human Resources

Name of Applicant: _____ Social Security Number _____

1. Employed from _____ to _____ as a _____ at a wage or salary of _____ per [hr day week month mile other] (circle one)
2. Did he/she drive a motor vehicle for you? _____ Straight Truck ? _____ Tractor-Trailer? _____ Bus? _____ Other (Please Specify) _____
3. Was he/she a safe and efficient driver? _____
4. Reason for leaving: Resigned _____ Laid off _____ Terminated _____ Other _____
Eligible for rehire? Yes _____ No _____ Upon review _____
5. Was his/her general conduct satisfactory? _____
6. Please advise as to history of past driving record, if available, for the past three years.

Accidents: _____

Citations: _____

CONFIDENTIAL REPORT OF PERSONAL REFERENCE

Please indicate your opinion by placing a check (✓) in the appropriate column.

CHARACTERISTICS	EXCELLENT	GOOD	FAIR	POOR
Disposition, Tact, Ability to get along with others				
Initiative, Resourcefulness				
Safety Habits				
Driving Skill				
Attitude				
Loyalty				
Attendance				

Any other remarks:

In the last three years has:

1. This person ever tested positive for a controlled substance? Yes ___ No ___
2. This person ever had an alcohol test with a Breath Alcohol Concentration of 0.04 or greater? Yes ___ No ___
3. This person ever refused a required test for drugs or alcohol? Yes ___ No ___
4. This person ever had other violations of DOT agency drug & alcohol testing regulations? Yes ___ No ___

If the answer is yes to any of the above, please give the Medical Review Officer's name, address and phone number for further reference:

Name: _____ Phone # _____

Address: _____

Person completing this form: _____ Title _____

Signature: _____ Date: _____

**IMPORTANT DISCLOSURE
REGARDING BACKGROUND REPORTS FROM THE PSP Online Service**

In connection with your application for employment with _____ (“Prospective Employer”), Prospective Employer, its employees, agents or contractors may obtain one or more reports regarding your driving, and safety inspection history from the Federal Motor Carrier Safety Administration (FMCSA).

When the application for employment is submitted in person, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer will provide you with a copy of the report upon which its decision was based and a written summary of your rights under the Fair Credit Reporting Act before taking any final adverse action. If any final adverse action is taken against you based upon your driving history or safety report, the Prospective Employer will notify you that the action has been taken and that the action was based in part or in whole on this report.

When the application for employment is submitted by mail, telephone, computer, or other similar means, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer must provide you within three business days of taking adverse action oral, written or electronic notification: that adverse action has been taken based in whole or in part on information obtained from FMCSA; the name, address, and the toll free telephone number of FMCSA; that the FMCSA did not make the decision to take the adverse action and is unable to provide you the specific reasons why the adverse action was taken; and that you may, upon providing proper identification, request a free copy of the report and may dispute with the FMCSA the accuracy or completeness of any information or report. If you request a copy of a driver record from the Prospective Employer who procured the report, then, within 3 business days of receiving your request, together with proper identification, the Prospective Employer must send or provide to you a copy of your report and a summary of your rights under the Fair Credit Reporting Act.

Neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. You may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If you challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. Your request will be forwarded by the DataQs system to the appropriate State for adjudication.

Any crash or inspection in which you were involved will display on your PSP report. Since the PSP report does not report, or assign, or imply fault, it will include all Commercial Motor Vehicle (CMV) crashes where you were a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, all inspections, with or without violations, appear on the PSP report. State citations associated with Federal Motor Carrier Safety Regulations (FMCSR) violations that have been adjudicated by a court of law will also appear, and remain, on a PSP report.

The Prospective Employer cannot obtain background reports from FMCSA without your authorization.

AUTHORIZATION

If you agree that the Prospective Employer may obtain such background reports, please read the following and sign below:

I authorize _____ (“Prospective Employer”) to access the FMCSA Pre-Employment Screening Program (PSP) system to seek information regarding my commercial driving safety record and information regarding my safety inspection history. I understand that I am authorizing the release of safety performance information including crash data from the previous five (5) years and inspection history from the previous three (3) years. I understand and acknowledge that this release of information may assist the Prospective Employer to make a determination regarding my suitability as an employee.

I further understand that neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. I understand I may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If I challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. I understand my request will be forwarded by the DataQs system to the appropriate State for adjudication.

I understand that any crash or inspection in which I was involved will display on my PSP report. Since the PSP report does not report, or assign, or imply fault, I acknowledge it will include all CMV crashes where I was a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, I understand all inspections, with or without violations, will appear on my PSP report, and State citations associated with FMCSR violations that have been adjudicated by a court of law will also appear, and remain, on my PSP report.

I have read the above Disclosure Regarding Background Reports provided to me by Prospective Employer and I understand that if I sign this Disclosure and Authorization, Prospective Employer may obtain a report of my crash and inspection history. I hereby authorize Prospective Employer and its employees, authorized agents, and/or affiliates to obtain the information authorized above.

Date: _____

Signature: _____

Driver’s License #: _____

Name (Please Print): _____