

Contractor Qualification and Leasing Policy

IBT believes that a great part of the success of the company is determined by the quality of its contractors. Because of this belief, the company's selection of contractors is extremely important. The company is committed to leasing only the best and most qualified available contractors.

To help carry out this commitment; IBT has implemented the following contractor qualification procedures.

Qualification Procedures

IBT's contractors leasing qualification standards and procedures have been developed to achieve two goals. The first goal is for the company to meet or exceed all Federal Motor Carrier Safety Regulations (FMCSR) concerning contractor qualification. The second goal is to select only the best available contractors: contractors who share IBT 's values and goals of operating in a safe, legal, and professional manner.

Leasing Standards

IBT 's leasing standards require all contractor applicants to be a minimum of 23 years of age, and have a minimum of 2 years verifiable driving experience. (FMCSR, Sec. 391.11(b)(1))

IBT 's leasing standards require that only those contractor applicants with 2 or fewer chargeable/preventable motor vehicle accidents and moving violations of motor vehicle laws, within the past 3 years will be considered for employment. Because of IBT 's commitment to safety, the company will not consider contractor applicants who fail to meet the above standard.

An applicant who has incurred more violations than the above standard has demonstrated a pattern of unsafe driving behavior, which IBT finds unacceptable in any prospective contractor. (FMCSR, Sec. 383.51 and 391.15)

IBT will not consider a contractor applicant who has been convicted of a felony or an offense involving the operation of a motor vehicle while impaired by drugs or alcohol.

IBT will not consider a contractor applicant who has been convicted of any reckless driving of a motor vehicle offense. Contractors convicted of operating a motor vehicle with willful or wanton disregard for the safety of persons or property are considered to be unsafe by the company. This kind of behavior is unacceptable in any prospective IBT contractor. (FMCSR, Sec. 383.5 and 391.15)

Contractors will be expected to converse with our customers, and the general public. Therefore, IBT requires all contractor applicants to be able to read and speak English sufficiently to be able to perform all duties and functions of the job. (FMCSR, Sec. 391.15(b)(2))

Contractor applicants will also be required, because of experience, training, or both, to be able to:

- safely operate their vehicle

- determine and execute proper cargo securement procedures.

Application for Employment

All contractor applicants shall complete an application furnished by IBT, with the application form containing all of the information required under section 391.21 of the FMCSR.

IBT 's leasing standards require that contractor applicants list all former employers for the past 10 years. Any gaps in employment for more than a one-month period must be satisfactorily accounted for on the application.

License

IBT 's Safety Department will obtain a legible copy of the license of all contractor applicants. The Safety Department will conduct a review of the license to be certain it is valid, has not expired, is the appropriate class for IBT vehicles, has the appropriate endorsements, is issued by the applicant's current state of residence, and that the applicant possesses only one license. (FMCSR, Sec. 383.21, 23 and 391.11 (b)(7))

Motor Vehicle Record (MVR)

IBT will request an MVR (less than 30 days old) from contractor applicants, being considered for work after the company has received the completed and signed the application. An MVR will be requested from every state the applicant has lived in during the past 5 years. If an MVR request from a former state of residency comes back indicating 'no record found,' the MVR request will be placed in the contractor's qualification file (if hired) as verification that IBT attempted to obtain the information.

IBT 's Safety Department will review all MVR information to determine if contractor applicant meets company standards regarding driving records, and will compare the MVR against the employment application to check for completeness and accuracy. (FMCSR, Sec. 391.23)

Investigation of Previous Employment

IBT will contact all former and current employers of the contractor applicant for the previous 3 years to verify as much of the following as possible:

- Dates of employment
- Type of work performed
- Type of vehicle(s) operated
- Extent of driving experience and verifiable miles
- Vehicle accident record
- Attendance and reliability
- Overall work history and performance
- Record of misconduct regarding employment policies.

All former and current employer information gathered from IBT 's inquiries must be in writing and will be retained in the contractor's (if hired) qualification file. In the event a former or current employer refuses to release information, a note stating this will be placed in the file.

IBT 's Safety Department will review all former and current employer information to determine if

the contractor applicant meets company-leasing standards regarding past and current employment, and to determine if the applicant was truthful about information listed on the employment application. (FMCSR, Sec. 391.23)

Drug and Alcohol Test Information from Previous Employers

IBT requires all contractor applicants to provide written authorization to the company to obtain drug and alcohol test information for each previous and current employer during the preceding 2 years.

All information from former employers regarding drug and alcohol test results must be in writing and will be retained in a separate file for the contractor (if hired). In the event no response is received from a former or current employer, a note stating this will be placed in the file. (FMCSR, Sec. 382.413)

For procedures on leasing of contractor applicants who have failed an alcohol or drug test, or have refused to be tested, at a previous employer, see IBT 's Drug and Alcohol Policy and Procedures.

IBT will not consider any contractor applicant who has refused a drug or alcohol test, failed a random, reasonable suspicion, post-accident, return-to-duty, or follow-up alcohol test, or tested positive for controlled substances while with a previous employer.

Physical Examination and Certificate

IBT requires applicants to be fully qualified physically to perform all duties and functions of driving and safely operating a commercial motor vehicle. Pre-employment Department of Transportation (DOT) physical examinations will be performed by a qualified medical examiner designated by IBT.

Applicants who successfully pass the physical examination will be issued a Medical Examiner's Certification card. A copy of the Medical Examiner's Certification card will be placed in the contractor's qualification file, and the original will remain in the possession of the contractor at all times while on duty or operating a company vehicle. (FMCSR, Sec. 391.41, 43, and 45)

Pre-Employment Drug Test

IBT requires (CDL) applicants to submit to a DOT pre-employment drug screen to be conducted at a collection site designated by the company. These contractor applicants shall not be offered employment until a negative test result has been reported. (See IBT Drug and Alcohol Policy and Procedures.) (FMCSR, Sec. 382.301).