

**U.S. CONCRETE, INC.
SAFETY POLICY and PROCEDURE MANUAL**

FUNCTION	Safety
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TOPIC	Driver Applicant Screening
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OBJECTIVE(S): To provide a work atmosphere that is conducive to attaining a high work standard and as free as possible from safety and health hazards. To that end, U.S. Concrete has developed this policy to ensure that all applicants for driving positions are screened in accordance with the standards established by the Department of Transportation specifically 49 CFR Part 391.

GENERAL POLICY: (Defined below)

APPLICATION: U.S. Concrete, Inc.

RESPONSIBILITY: President/General Manager

(1) STATEMENT OF POLICY

- a. All applicants for driving positions will be screened in accordance with this policy. This includes the completion of an application, disclosure of previous traffic offenses, inquiries into previous employment, and a driving record check.

(2) APPLICATIONS

- a. A driver may not be hired until he/she has completed an application for employment that includes the following information:
 - i. The applicants name, address and date of birth;
 - ii. The addresses at which the applicant resided for the pervious three years;
 - iii. The date of application;
 - iv. The issuing state, number, and expiration date of each valid commercial vehicle operator’s license or permit that has been issued to the applicant;
 - v. The nature and extent of the applicant’s experience in operating commercial vehicles, including the type of equipment he/she has operated;

- vi. A list of all motor vehicle accidents in which the applicant was involved during the previous three years which specifies the date and nature of each accident, and any fatalities or injuries it caused;
- vii. A list of all traffic violations, excluding parking, of which the applicant was convicted or forfeited bond or collateral during the previous three years;
- viii. A statement describing in detail the facts and circumstances of any denial, revocation, or suspension of any license, permit, or privilege to operate a motor vehicle that has been issued to the applicant, or a statement that no such denial, revocation, or suspension has occurred;
- ix. A list of the names and addresses of the applicant's employers during the three years preceding the date the application is submitted, together with the dates of employment, and his/her reason for leaving the employer. Applicants for applying to operate vehicles weighing in excess of 26,000 lbs shall provide a list of the names and addresses of the applicant's employers during the 10 years preceding the application;
- x. A certification and signature that the information contained in the application is true.

(2) **BACKGROUND INVESTIGATION AND INQUIRIES**

- a. A motor vehicle record for each applicant shall be obtained and reviewed prior to hire. The record shall consist of a minimum of three years driving history. Records that are not at least thirty days current shall not be considered. Only those applicants whose motor vehicle record meets with the qualifications of U.S. Concrete's insurers shall be considered for hire.
- b. A reference check of the applicant's previous employers during the previous three years shall be conducted. The reference check and verification of employment shall be conducted prior to hiring an applicant.
- c. A request for controlled substance and alcohol testing information shall be forwarded to the applicants previous employers during the previous two years and shall request the following information:
 - i. Alcohol tests in which the applicant had a test result with an alcohol concentration of 0.04 or higher;
 - ii. Verified positive controlled substance test results;
 - iii. Refusal to be tested
- d. Where possible the controlled substance and alcohol testing information should be obtained prior to the applicant performing any safety sensitive duties. A good faith effort must be made to obtain the required information.
- e. If within 14 days of the original request the information has not been provided, the failure to receive said information shall be documented and maintained in the applicants personnel file.

(3) **PRE- EMPLOYMENT CONTROLLED SUBSTANCE SCREENING**

- a. All prospective employees shall be given a pre-employment controlled substance test that meets the requirements of SAF-3 Controlled Substance and Alcohol Testing Program.

(4) **POST OFFER OF HIRE PHYSICAL EXAMINATIONS**

- a. Following a decision to hire, each person hired to operate a commercial motor vehicle shall have a Department of Transportation approved physical.
- b. The physical shall be conducted by a licensed medical examiner as defined in 49 CFR 390.5 and shall be performed and recorded in accordance with 49 CFR 391.43 (f).
- c. Essential job functions which describe the type and frequency of duties required of drivers shall be provided to the physician in order that he/she may make an educated determination as to the applicant physical qualifications to perform said duties.

Approved by:	Original at US Concrete Houston
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Effective Date:	1/1/03
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Signature:	Original at US Concrete Houston
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