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Ph (707) 462-8811 • Fax (707) 468-3820  
www.rinehartoil.com

## Class A Petroleum Tanker Driver

### Instructions

- Complete attached application (a resume may be included, but not in lieu of application)
- Your complete work history (including address and phone number) must be filled out in chronological order (i.e. if you did not work, note so in the correct chronological order). Your history must encompass a minimum of 7 years.
- Include copies of Class A, Full Endorsements (including HAZMAT/DOJ Clearance), Medical D.O.T Clearance, TWIC Card and current Official DMV Report (DMV printout within last 30 days).
- Return to Rinehart Oil or Fax (707) 468-3820.

### Definition

Under direction of a Supervisor, safely loads and delivers fuel to fuel storage facilities following all State, Federal and Company policies.

Examples of Duties: (These Examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

- Load petroleum (i.e. gasoline, diesel, kerosene) assigned loading terminals, following all company and rack policies.
- Deliver petroleum products to various locations in the Bay Area, North Bay Area and/or Sacramento Valley.
- Basic cleaning of equipment and adjustment of brakes.
- Full pre-trip/post-trip inspection of unit
- Fill out all corresponding paperwork electronically and manually, as assigned, associated with position (daily log sheets, equipment inspection forms, delivery tickets and time keeping system).

### Qualifications

- Must have Valid Class A California Driver's License with HazMat and Tanker endorsements.
- Cannot have more than 2 points on driving record, based on our Insurance Point System.
- Must be able to understand and use basic computer entry.
- Must pass Drug, Driving and Background tests.
- Basic knowledge of truck operation systems (i.e. brakes, air systems)
- Knowledge of Bay Area, North Coast and /or Sacramento Valley helpful.

### Ability to:

- Understand and carryout oral and written instructions
- Communicate professionally with co-workers and customers
- Handle difficult and stressful public contacts in an appropriate and professional manner
- Analyze situations carefully and adopt effective courses of action
- Lifting requirements of up to 75 lbs. repeatedly throughout shift
- Prepare concise and accurate paperwork
- Attend day or night meetings when required
- Respectfully share a truck with multiple drivers
- Keep a legal Driver's Daily Log
- Read and understand maps
- Work and drive in unfavorable weather conditions
- Ability to work shifts as assigned with rotating schedule

Training Period Minimum of 3 weeks (depending on driver's skill level)

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# Class A Tanker Driver

REPORTS TO: Transportation Manager / Dispatcher

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## DEFINITION

Working with a minimum of direction and supervision. Required to, but not limited to perform the following:

## RESPONSIBILITIES

1. Shall always maintain a positive and professional relationship with fellow employees, management and customers regardless of personal prejudices or bias. The company will not tolerate personal, emotional, and social situations that may interfere with the company's goals of providing a safe, friendly, and non-hostile work environment or customer relationship.
2. Shall maintain a valid class "A" hazardous material endorsed driver's license for the purpose of driving a tanker truck, bobtail or flatbed when requested.
3. Shall successfully obtain and maintain a Transportation Worker Identification Credential (TWIC Card) that allows access to Shipping Ports. These cards are issued through TSA.
4. Shall submit and pass the Department of Transportation drug screen for class "A" hazardous material endorsed drivers when required.
5. Shall be required to safely operate company vehicles in a manner that will prevent vehicular accidents and personal injury.
6. Shall immediately report any accidents, personal injuries or citations of any kind directly to their supervisor on the day the incident or injury occurs.
7. Shall always perform a safety pre-trip and post-trip when driving any company vehicle.
8. Shall refrain from driving in excess of the posted vehicular speed limit.
9. Shall drive in a manner that will not damage or prematurely wear out the companies' vehicles.
10. Shall arrive for their scheduled shift on time, well rested, mentally prepared and with all the equipment to perform the required job duties.
11. Shall always maintain a professional appearance by arriving to work showered, well groomed and wearing the company provided uniforms.
12. Shall be certified and proficient in proper loading procedures at all terminal and refineries we use in the normal course of business.
13. Shall be proficient in unloading procedures at customers service stations, company operated service stations and all bulk plants.
14. Shall be proficient in all company required paperwork procedures.
15. Ensure that all invoices, bill of ladings, logbooks, pre-trip and post-trip inspection forms and other company issued documentation is clean, complete, accurate and legible.
16. Maintain daily record of HOS (Hours of Service) and time keeping on electronic tablets provided by ROI. Responsible for handling tablets and chargers respectfully.
17. It is the responsibility of the driver to notify their supervisor if they are deficient in any of the following areas: terminal clearance certifications, terminal loading procedures, tanker truck unloading procedures and company paperwork requirements.
18. Shall be professional and courteous to all customers, their representatives and the service stations customers.
19. Shall immediately report all customer, refinery or terminal operator complaints of any kind directly to their supervisor.

## PHYSICAL REQUIREMENTS OF THE DRIVER POSITION

The requirements are examples of physical activity you might encounter in your daily activities. The physical activities will include but are not limited to the following.

1. Shall be able to lift 75 lbs. repetitively.
  2. Shall be able to climb the steps necessary to enter and exit the vehicles repetitively.
  3. Shall be able to bend and squat to pick up hoses and tank lids repetitively.
  4. Shall be able to climb the stairs mounted to the tanker vehicles.
  5. Shall be able to crawl under the vehicle for inspection purposes.
  6. Shall be able to stand and sit for prolonged periods of time when driving, loading and making deliveries.
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**RINEHART OIL, INC.**

Employment Application – Petroleum Transportation Driver



Thank you for your interest in working for Rinehart Oil. At Rinehart Oil, our mission is to provide safe, dependable and efficient transportation service to our customer at a competitive cost. Our drivers serve our customer best when they demonstrate a safe driving record, a professional attitude, and a willingness to work as a team player. If this sounds appealing, then Rinehart Oil may be the right opportunity for you. Various Federal, State and local laws prohibit discrimination on the basis of race, sex, religion, national origin, age, disability, sexual orientation, marital status or other legally protected categories. Rinehart Oil is an equal opportunity employer, and your response to any question will not be used as a basis for discrimination, but will be judged on its relevance to the position you are seeking.

PLEASE ANSWER EVERY QUESTION COMPLETELY. PLEASE TYPE OR USE INK. INCOMPLETE APPLICATIONS AND APPLICATIONS SUBMITTED IN PENCIL WILL NOT BE CONSIDERED.

**APPLICANT INFORMATION**

Last Name		First		M.I.		Date	
Social Security No.							
Street Address				Apartment/Unit #			
City			State			ZIP	
Phone			E-mail Address				
Date Available				Desired Salary			
Location/Shift Interested In	Ukiah <input type="checkbox"/> Bay <input type="checkbox"/> Sacramento <input type="checkbox"/> Shift:						
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever used another name?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what name:				
Were you ever employed by Rinehart Oil?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, from when to when and reason for leaving:				
Have you previously applied for a position with Rinehart Oil?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				
Is there any reason you might be unable to perform the functions of the job for which you have applied (as stated in attached job description).	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please explain:				
How did you hear about us?							

**EDUCATION**

High School				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

**DRIVER QUALIFICATION & EXPERIENCE**

Date of Birth\* (m/d/y): \_\_\_\_\_

\* The U.S. Department of Transportation regulations require that driver applicants state their date of birth. 49 C.F.R. §391.21 (B)(2).

DENIAL, SUSPENSION OR REVOCATION OF LICENSE \* If you answer yes, attach a statement giving all details:

Have you ever been denied a license, permit or privilege to operate a motor vehicle? YES ☐ NO ☐Have you ever had a license, permit or privilege to operate a motor vehicle suspended or revoked? YES ☐ NO ☐Have you ever been disqualified for violations of the Federal Motor Carrier Safety Regulations? YES ☐ NO ☐

List your current Drivers License and any Drivers License that you have held in the past three (3) years:

STATE	LICENSE NO.	TYPE	EXPIRATION DATE

Do you have a tanker endorsement on your CDL? YES ☐ NO ☐Do you have a hazardous materials endorsement on your CDL? YES ☐ NO ☐Do you have a TWIC card? YES ☐ NO ☐**DRIVING EXPERIENCE**

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (Van, Tank, Flat, etc...)	FROM	TO	APPROXIMATE TOTAL MILES
Straight Truck				
Tractor & Semi Trailer				
Twin Trailers				
Other				

List States operated in during the last five years:

List special courses or training that will help you as a driver:

List safe driving awards held and who awards were presented by:

List any experience, special equipment or technical material (other than previously listed) that may be beneficial to your job with this company:

**ACCIDENT REVIEW FOR PAST 10 YEARS** (Attach a separate sheet if more space is needed)

	Date	Nature of Accident (Head on, rear end, upset, etc.)	Fatalities	Injuries
Last Accident				
Next Previous				
Next Previous				

**TRAFFIC CONVICTIONS AND FORFEITURES FOR PAST 7 YEARS** (other than parking violations – Attach a separate sheet if needed)

LOCATION	DATE	CHARGE	PENALTY

**DRUG & ALCOHOL STATEMENT**

The U.S. Department of Transportation regulations (49 CFR §40.25) require that an employer ask and the applicant answer the following questions:

In the last two years, have you tested positive for drugs and/or alcohol during a pre-employment drug and alcohol test that resulted in you not being offered a safety sensitive transportation position?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
In the last two years, have you refused to take a pre-employment drug and alcohol test that resulted in you not being offered a safety sensitive transportation position?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**PREVIOUS EMPLOYMENT**

The U.S. Department of Transportation requires that driver applicants show all employment for the past three years. Drivers must also show commercial driving employment for the seven years immediately preceding this three year period. 49 CFR §391.21(b)(10),(11). Please include your entire work history for the past 10 years. Start with most current position, including military experience. Attach a separate sheet if necessary.

1-Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
2-Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
3-Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

4-Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

5-Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Have you ever been terminated from any employment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

REFERENCES			
<i>Please list three professional references.</i>			
Full Name	Relationship	Company	Phone
Address			
Full Name	Relationship	Company	Phone
Address			
Full Name	Relationship	Company	Phone
Address			

**DISCLAIMER AND SIGNATURE (PLEASE READ CAREFULLY)**

I certify that I have read and understand this employment application. I understand that false, misleading and/or omitted information on this application is sufficient grounds for rejection or if hired, termination. I hereby authorize Rinehart Oil (ROI), or its agents, to verify all statements made by me on this application and/or any resume to the extent permitted by Federal, State, or local law, including but not limited to my driving record, accident history, suspension, revocation, and/or denial of my driver's license, traffic convictions, employment, financial, medical, personal and criminal records. I understand that this application for employment will be kept for a period of one year. I understand that as an applicant, I may be asked to demonstrate that I am able to perform the essential functions of the position with or without a reasonable accommodation. I understand that I am required to abide by all rules and regulations of the company. I also understand that if I am offered a position with ROI, such employment will be conditional upon passing a drug test, U.S. Department of Transportation/Justice Department physical and a criminal background search.

Specifically, I hereby authorize ROI, and/or its agent, to obtain a current Motor Vehicle Record. I hereby release ROI and other persons named herein from all liability for any damages on account of obtaining or furnishing any such information.

I agree to provide ROI a written authorization to check all previous employers, listed or not, pursuant to Part 49 of FMCSR §382.413(a).

Signature \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE ONLY  
MANAGER MUST COMPLETE UPON HIRING

Department # \_\_\_\_\_ Location \_\_\_\_\_ Job Title \_\_\_\_\_ Hire Date \_\_\_\_\_

Starting Wage \$ \_\_\_\_\_ Date of Interview(s) \_\_\_\_\_ Interviewed by \_\_\_\_\_

Return Application to:

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