



Personnel Service  
Industrial \* Skilled \* Payrolling

# 3 Step Disciplinary Procedure

## Procedure:

If a driver does not meet Labor All's or our customer's standards, he/she should receive disciplinary action. The procedure below is fair and consistent with Labor All's goal of offering unparalleled service and quality drivers, and should be followed without waiver.

**Labor All management will utilize and enforce the following 3 step procedure:**

**Verbal or Written Warning, Suspension or Discharge:**

- **Verbal or Written Warning:** Verbal (written) or written warning is the first step in the 3 step disciplinary procedure. A "verbal" or "written" warning will be issued when a driver has broken a rule, or when job performance is below standards and improvement is needed. It is the discretion of the manager whether to issue a verbal or written warning. Even if warning is a "verbal" warning, a letter is to be drafted stating that a "verbal" warning was given and the employee is to sign said warning. When the warning is issued, it must be personally reviewed with the driver, then have the driver sign it.
- **Suspension:** suspension is the next step that should be used when a warning has been ineffective or more severe discipline is needed. The driver will be removed from his/her current work assignment without pay for 3 to 5 working days. A suspension can also be imposed due to the investigation of a serious offense or accident.
- **Discharge:** the third and final step is to discharge the driver. This step is exercised when prior warnings and/or suspension have been ineffective in producing the desired result.

# Some Basic Guidelines:

*The following infractions would normally result in a written **"Verbal"** warning for the first offense:*

- Tardiness
- Absenteeism
- Appearance
- Failing to complete customer documentation
- Failure to follow instructions
- Low cost preventable accident
- Failing to complete trip report records

*The following infractions would normally result in a **"Written"** warning:*

- A mid range preventable accident
- Traffic citations
- Inappropriate conduct with the customer, the customer's customer, or company management (insubordination)

*The following infractions would normally result in **"Suspension"**:*

- Extreme insubordination
- Other offenses not corrected with a warning

*Listed below are offenses which when committed by a driver will result in the driver's **"Discharge"** without prior warning or suspension (including but not limited to):*

- Theft or intentional dishonesty.
- Falsification of employment application.
- Falsification of any required reports, records or documents (driver logs, trip reports, expenses, Bills of Lading, etc.).
- Failure to secure the vehicle resulting in a rollaway accident.
- Failure to report any accident, spillage, property damage, or personal injury.
- Involvement in a serious, preventable accident caused by negligence or recklessness.
- Willful destruction of company, customer's or other employee's property.
- Permitting unauthorized persons to ride on or enter into customer's vehicle.
- Carrying alcoholic beverages or controlled substances (not covered by a bill of lading) in a customer's vehicle.
- Being under the influence of intoxicating beverages, narcotics or controlled substances while on duty.
- Physical violence while on duty.
- Carrying a firearm or weapon on company property, on customer property while on duty or in a customer's vehicle.
- Using a customer's vehicle for personal use without permission. Drivers are not allowed to take a customer's vehicle for personal errands such as stopping by home, a store or even a Labor All office for a paycheck.
- Suspension or revocation of operator's license.

- Tampering with time clocks, fuel and speed control devices, or on-board recorders/computers.
- Habitual absenteeism without doctor's statement.
- Absence from work without notification (no call, no show). Notice of absence must be made 5 hours prior to dispatch time or during business hours.
- Insubordination.
- Refusal of a dispatch without just cause.
- Discourtesy to our customer or our customer's customer.
- Three preventable accidents within a twelve month period regardless of severity.
- Walking off the assignment early.

I \_\_\_\_\_, have read, understand, acknowledge and agree to the 3 Step Disciplinary procedures as listed above.

Signed and agreed by: \_\_\_\_\_  
Driver's Signature Date

Signed and agreed by: \_\_\_\_\_  
Manager's Signature Date