



**ROAD TO SUCCESS: CLASS 1 TRAINING PILOT PROGRAM
MEMORANDUM OF UNDERSTANDING (MOU)**



MANITOBA TRUCKING ASSOCIATION

Serving The Industry That *Drives* The Nation

WHAT THIS MOU IS ABOUT

This Memorandum of Understanding (MOU) is an agreement between your trucking firm, as a participant in our Training Pilot Program, and the Manitoba Trucking Association (MTA). By signing this MOU, you agree to comply with all its terms and conditions. All information is auditable by the MTA upon request.

WHEN THIS MOU BEGINS AND ENDS

This MOU begins on _____ (add date). The rules in this document determine when this MOU ends.

This MOU sets out:

YOUR ROLE

- Qualifications you must meet.
- What you must do regarding:
 - Training Program
 - Driver Candidates
 - On-the-Job Training
 - On-the-Job Mentoring
 - Privacy

OTHER RULES

- Manitoba law governs this MOU.
- Changing this MOU.
- Ending this MOU.

Qualifications you must meet

You must:

- Be a trucking company holding valid insurance.
- Provide wage/salary that meets Provincial and/or Federal requirements and with appropriate employee Provincial and/or Federal deductions.
- Ensure candidate is registered under your WCB coverage.
- Have all the skills, expertise, and experience to fulfill your role in the Training Pilot Program.

You're an independent Contractor

As an independent contractor, our relationship with you is not one of employer and employee, principal and agent, joint venture, or partnership. This means that you must obtain our permission before incurring any expenses, debts, or making commitments on our behalf.

TRAINING PILOT PROGRAM

1. **Introduce the Training Program to Potential Candidates:** Provide an overview to ensure candidates understand the program's goals and requirements.
2. **Screen and Select Candidates:** Carefully evaluate and choose candidates you want to sponsor in the program.
3. **Sign Sponsorship Letters:** Issue formal sponsorship letters to the selected candidates.
4. **Establish Employment:** Contract with selected candidates to ensure they provide driving services for a minimum of two years.
5. **Engage in On-the-Job Training and Mentorship:** Actively participate in the training and mentoring process to support candidates' development.
6. **Respond to MTA Program Administrators Promptly:** Address any requests from the MTA Program Administrator in a timely manner.
7. **Assign a Program Representative:** Designate a representative from your organization to attend any program orientation sessions as required.
8. **Direct Program Questions to the MTA Program Administrator:** Reach out to the MTA Program Administrator for any questions or clarification about the program.

DRIVER CANDIDATES

1. **Review Application Packages:** Assess the candidate's full application, including their application form, criminal record check, commercial driver abstract.
2. **Screen Candidates:** Follow your standard candidate screening process to evaluate applicants.
3. **Verify Job Readiness:** Ensure that candidates are capable of performing the duties required by the contract.
4. **Training Program Contract:** Enter into training contract with potential employee for program.
5. **Employment Contract:** Enter into an employment contract with approved candidate(s) for truck driving position.
6. **Notify of Early Departure:** Inform the MTA Program Administrator if a candidate leaves before completing two years of service.
7. **Pay Training Wages:** Ensure training wages are paid according to Provincial and/or Federal standards.



ON-THE-JOB TRAINING

You must:

1. **Training Coach Requirement:** Ensure that the training coach meets all program requirements and is in place before the trainee completes the Driving School phase.
2. **Start Training Promptly:** Begin on-the-job training within 14 days of attaining Class 1 Drivers Licence.
3. **Duration and Structure:** Provide one-on-one training over the course of 240 hours.
4. **Coach Availability:** Always have a qualified coach available to the trainee.
5. **Training Evaluations:** Conduct regular evaluations of the trainee's progress throughout the training period.
6. **Skill Level Goal:** Ensure that the trainee skill gaps are addressed by the end of the training as set out by the program standards.

Your Coach Must:

- Complete the MTA In-Cab Coach training or demonstrate equivalent experience.
- Stay alert and observant at all times to ensure safety during coaching sessions and provide meaningful feedback.
- Record all coaching hours and mileage accurately as per Federal and Provincial laws
- Hold a valid Class 1 license with air brake endorsement (minimum of 2 years).
- Have no more than two traffic convictions in the last three years under the Highway Traffic Act, National Safety Code, or Transportation of Dangerous Goods Regulations
- Have no more than two reportable, at-fault accidents in North America within the past three years.
- Have no unpardoned driving-related criminal convictions under the Criminal Code in the past three years.

Your On-the-Job Mentor Must:

- Provide six months or more of mentorship after training.
- Conduct evaluations of candidates during mentorship.
- Notify the MTA Program Administrator upon successful completion.
- Address any gaps in candidate's training as set out in program's evaluation standards.

Mentor Requirements

- Act as the primary contact for candidates.
- Communicate regularly with candidates to address any driving skill gaps.
- May not serve in the function of dispatcher's scheduler or other role related to candidates scheduling.

PRIVACY

With respect to Program information, you must:

- Treat all program information as confidential.
- Use confidential information according to PIPEDA (Personal Information Protection and Electronic Documents Act)
 - Obtain permission before disclosing confidential information, publishing information, or seeking publicity regarding it in the media
 - Safeguard and destroy confidential information as required.
 - Notify us immediately about any misuse or breach.

OTHER RULES

- **Manitoba law governs this MOU**

Manitoba law governs how this MOU is interpreted, performed, and enforced. Manitoba courts have exclusive jurisdiction.

- **Changing this MOU**

Both parties must agree in writing to any changes.

- **Proof of Workers Compensation Board (WCB) Insurance for Candidate**

You must provide proof of WCB for candidate upon request.

- **Ending this MOU**

Either party may end this MOU with 60 days' written notice. Immediate termination may occur in cases such as confidentiality breaches or inadequate services.

CARRIER SPONSOR INFORMATION

Please complete below information. By signing this agreement, you agree to abide by the rules of this MOU.

Carrier Information

Carrier Name: _____

CSNAP Name: _____

WCB No: _____

Carrier Contact Name: _____

Carrier Contact Title: _____

Contact Phone No: _____

Contact Email: _____

Expected Wage or Salary during In-Cab Training

Hourly: _____

Daily: _____

Weekly: _____

Mileage: _____

Expected Wage or Salary post In-Cab Training

Hourly: _____

Daily: _____

Weekly: _____

Mileage: _____

Signature

Contact Signature: _____

Print Name: _____

Date: _____

Attachments to include:

- WCB Clearance
- Certificate of Insurance
- Front page of current (30 days old) Manitoba Carrier Profile

Please e-mail or mail the signed MOU and copies of the required attachments to:

Road to Success: Class 1 Training Pilot Program

ATTN: MTA Program Administrator

25 Bunting Street, Winnipeg, MB R2X 2P5

Email: DTyszuk@trucking.mb.ca

