

SINP Long Haul Truck Driver Recruitment and Settlement Plan Guide

The SINP Recruitment and Settlement Plan is intended to assist Saskatchewan trucking companies to effectively recruit and create a positive settlement experience for immigrant truck drivers, and their accompanying family members, who are recruited through the SINP long haul truck driver project.

The Recruitment and Settlement Plan is separated into three components: Recruitment and Screening; Orientation and Training; and Settlement Support for Applicants and their Family.

Recruitment and Screening

1. Company Need

- a. Does your company primarily do long distance shipping that requires cross-border traveling (inter-provincially or internationally) or overnight travel? _____

- b. How many drivers do you currently employ in Saskatchewan? _____

- c. How many immigrant drivers do you require? _____

- d. What source country do you intend to recruit from? _____

2. Interview and Screening process

- a. How will you find potential immigrant drivers? _____

b. What are your company's employment criteria for immigrant drivers?

c. What type of family profile do you believe will successfully settle in their community? _____

d. Will the potential immigrant drivers be interviewed by the company?

e. Will the dependent family members be included in the interview? _____

f. Is the company using an agent to pre-screen or interview applicants on their behalf? _____

If yes, who is the agent? _____

g. What information and documents will be required from potential immigrants in the screening?

i. Criminal records search on all dependents over the age of 18

Yes No

ii. Current driver License:

Yes No

iii. Current driver assessment, done by a qualified driving school:

Yes No

iv. Drug test:

Yes No

v. Financial information on the applicant:

Yes No

vi. Other; please specify: _____

h. What information will be provided to the potential immigrant:

i. Working conditions with in your company? _____

ii. Expectations of the time away from home and miles traveled? _____

iii. Please attach a copy of the Service Canada 1-year Employer-Employee Contract.

iv. Please attach a copy of the offer of permanent employment that will be made to applicants under the project. The wages, benefits and other terms of employment offered under this contract must be equal to those your company does or would pay to Canadians or permanent residents with similar skills and experience.

Orientation and Training

Orientation and training will likely be required after the immigrant driver obtains a Work Permit and enters Saskatchewan.

Please describe the orientation and training that will be provided to immigrant drivers on the following subjects:

1. Who is going to deliver the training? _____

2. How long is the training period? _____

3. What topics will be discussed in the training?
- a. Safe operation of a commercial vehicle: _____

 - b. Type of freight being hauled: _____

 - c. North American geography: _____

 - d. Canadian licensing: _____

 - e. Other: _____

4. What remuneration will be paid to foreign drivers:
- a. While in training? _____

 - b. When finished training? _____

5. Other: _____

Settlement Support for Immigrant Employees and Their Families

Employers can assist in creating a welcoming environment for immigrants by working with community organizations and agencies to develop a support plan which meets the following needs of their new community members.

Please describe how your company will assist, or involve other resources and agencies in the community to assist new immigrant employees and their families with the following needs after their arrival:

- 1) reception and greeting (e.g. pick up at the airport and initial accommodation arrangements): _____

- 2) banking: _____

- 3) appropriate and affordable housing: _____

- 4) utilities: _____

- 5) transportation: _____

- 6) language training – for the employee and for the family if needed: _____

- 7) school placement for children / child care arrangements: _____

- 8) shopping for food / household items / clothes: _____

- 9) list of federal / Provincial programs (e.g., SIN, Health Card, Child Tax Benefits): _____

- 10) finding a Family Doctor / Dentist: _____

Opportunities to become involved in the community are important to help newcomers integrate into their new home. Please describe what your company will do to assist new immigrant employees and their families to find:

- 1. Recreation and leisure activities: _____

- 2. Social opportunities: _____

- 3. Volunteer opportunities: _____

- 4. Spousal employment: _____

- 5. Other: _____

The employer may want to involve community partners' in providing community orientation and settlement support to the new immigrant. Community partners could include:

- a) Schools, regional colleges or other educational institutions
- b) Ethno-cultural organizations
- c) Community organizations
- d) Spiritual / church organizations
- e) Employment agencies
- f) Housing agencies and authorities
- g) Banks
- h) Municipal council members or officials
- i) Chamber of commerce.

What community partners will you involve in assisting your employees and their families in settling? _____

