

**Foreign Transport Operators – Minimum Standard Recommendations for Consideration:**

1. Screening, testing and in-person interviews should be undertaken by qualified employees of the employer, preferably in the foreign worker's country of origin; however they may also be conducted in Saskatchewan as well.
2. Interviews should include marital partner and if possible, teenage dependants.
3. Prior to the interview process, the candidates file should contain the following:
  - Applicant must **NOT** have a criminal record
  - Criminal record search to be completed on all dependants over the age of 18
  - Drivers must present a copy of their drivers license
  - Must have a copy of British LGV medical form D4
  - Must have a road test or driver assessment completed prior to interview
  - Must have completed a drug test
  - Application form should contain at least 3 references
4. Outstanding legal issues and child custody obligations must be driven out in the screening and interview stage to avoid unnecessary delays or complications later on in the immigration process.
5. All aspects of the immigration, hiring, orientation and employment phases must be presented to the applicant prior to extending an offer of employment. Such as:
  - Work permit process & timeframe. It should be acknowledged that there exist a significant number of document processes that may take between 15 to 20 hours for the employer and 30-40 hours per family, dependent upon family size and history.
  - Pitfalls of the application process that may promote delays
  - Travel details
  - What to expect upon arrival
  - Accommodation assistance
  - Time spent in orientation
  - Study time that must be set aside for exams, and an outline of exam criteria
  - Remuneration phases
  - As much detail as possible regarding specific employment expectations
  - Landed immigrant application process and pitfalls (cost to apply for landed immigrant status)
  - Special needs requirements of school age dependents should be fully explored and understood
  - All costs that the recruit can anticipate for meals, housing, transportation, immigration fees, testing costs, testing requirements, etc.
6. Pitfalls of the application process that may promote delays – travel details – what to expect upon arrival – accommodation assistance – time spent in orientation –

study time that must be set aside for exams – remuneration phases – as much detail as possible regarding specific employment expectations – landed immigrant application process and pitfalls – special needs requirements of school age dependants should be fully explored and understood – all costs that the recruit can anticipate for meals, housing, transportation, immigration fees, testing costs, testing requirements etc.

7. Participating employers must provide a copy of their current pay agreement to HRSDC in order to accommodate total transparency and credibility. A job description should also be included with detail around time expended = dollars earned and mileage pay = mileage restrictions. Based on North American geography. **Remuneration must be fully understood.**
8. Financial stability of the applicant must be driven out in the interview process. It is recommended that the applicant have a minimum of £2,000 at their disposal during landing.
9. Orientation instructors and in-cab trainers must be highly sensitive to and constantly aware of resettlement issues in order to coordinate the extremely important step of intervention and remediation.
10. Orientation of the foreign recruit should include Canadian banking, real estate, legal requirements, essential services, and how to locate them. Approximately 40 hours should be set aside over and above normal operational orientation time.
11. A minimum of two weeks in-cab/ on the job training should be undertaken after the recruit has successfully completed the Canadian licensing phase. Legalization and licensing issues should be addressed immediately upon arrival. A **minimum** of three to four weeks should be allowed for orientation and resettlement.
12. A support group for spouses of foreign workers should be organized and the sponsoring employer should be prepared to offer limited financial support for welcoming resettlement activities.
13. The sponsoring employer should have at their disposal, trusted expertise in rental accommodation, real estate and banking matters.
14. The employer should be prepared to offer time to the foreign worker in order to locate suitable housing and properly settle their families.
15. The employer is responsible to diarize dates for landed immigrants applications and permit renewal processes in order to assist the foreign worker with essential timeliness of immigration processes.

16. The employer should remain in constant communication with the foreign worker in order to stem miscommunications that naturally occur with large groups of common interest.
17. The employer should whenever possible, utilize the expertise of the more experienced foreign worker to assist in recruiting efforts in their home country and with in-cab training efforts during orientation.
18. Employer needs to prove financial long-term viability.
19. Employer must have full time long employment to offer, employer must be willing to support and sponsor employee for permanent residency (not just 1 year work permit).
20. Employer must use credible immigration consultant if they are not going to recruit directly.
21. Employer should bring drivers in from countries that provide credible criminal and security checks.