

CAN-DO Delivery Services Ltd. DRIVER INFORMATION SHEET

We are dedicated to providing a quality delivery service to the businesses of Saskatoon. We do, however, realize that this company will only be as good as the people providing the service.

Drivers (Independent Contractors - or - Owner/Operators) are our front-line people. Without you we could not accomplish a single delivery or achieve our commitment to provide a high quality service. It is our sincere desire to make the working relationship between the company and the driver a pleasant and profitable one. We will strive to provide an environment to work in that reflects some of the old-fashioned values that we believe in, such as caring, compassion, and true teamwork.

This information sheet is designed to openly communicate with you on how our system works. We would be pleased to further discuss any aspects of this system with you. Each driver on our team is an individual. We will attempt, to the best of our ability, to work your individual goals into this company. This is our foundation of teamwork.

1) Things you will need to qualify for employment:

- Vehicle suitable for the work requirements. We do not have a specific vehicle age or colour restriction. However, we do recommend that your vehicle be reliable, well maintained, fuel efficient and cosmetically sound.
- Valid Saskatchewan drivers license.
- Valid Saskatchewan registered vehicle with the following class plate:
 - a) cars.....Class LV plate
 - b) all other light vehicles.....Class LV plate.
- No criminal record involving theft or fraud (you must be bondable)
- RCMP or Police security clearance. This is required within 14 days of starting with us - and the cost of acquiring this clearance will be reimbursed back to you.
- Able to purchase a \$1,000,000 third party liability package on your vehicle, this should cost you approximately \$148.00 per year if you have a clean drivers abstract. This could/may be more depending on your driving history and this insurance is required within the first 60 days of starting.
- A SERVICE ORIENTATED ATTITUDE

2) Items provided for you once hired:

- 2-way radio. A base installation fee of \$85.00 will be charged back to you if you request to have it professionally installed. If you have a good knowledge of radio installation procedures, we will be happy to allow you to install your own radio.
- Transportation of Dangerous Goods training (no cost to you)
- Uniforms Required: Dark blue work pants or jeans, company logoed shirts purchased for \$30.00
- At your request we can set you up with a bulk fuel card account. Payment is managed by us and deducted from your earnings. Please ask for details.

3) How to make money:

- You are paid "per delivery". The more deliveries you do, the more money you make! For each delivery you do we charge the customer a certain amount of money (this amount will depend on things such as the size, weight, piece count and type of service the customer has requested). To view/calculate customer rates see our web site for details (www.candodelivery.com). Whatever the dollar amount is that we charge the customer for the delivery you perform, you will be paid a percentage of that amount. We pay the highest commissions in the local courier industry.

4) When you actually get paid the money you earned:

You are now paid as a business, thus, pay-days are directly related to our customer billing periods – which are the 15th and 30/31st of each month.

Note: Please see next section #5-a .Start Up Help about a \$400.00 advance after 10 days.

Example: If we bill the customers you serviced \$1500.00 from the 1st of a month to the 15th of a month then your total earnings would be 70% of this amount (\$1050.00) and you would be paid this amount

(\$1050.00) on the 15th the following month. This same system applies for the work done from the 16th to the 30th (or 31st) of the month with pay-day being the 30th (or 31st) of the following month.

5) Start-up Help:

We realize that starting your own business is always a challenge when it comes to start-up costs. We offer several programs to help our drivers minimize the start-up costs and stress of starting your own business - as follows:

a) Advances: Since you will likely have to wait up to 30 days for your first pay cheque, depending on your calendar start date, we do offer new drivers an advance of \$400.00 upon completion of your first full 2 weeks (10 full working days) of work with us. We will then deduct this advance off of your first 4 pay checks (\$100.00 per check). This offer will be provided to you upon request only - and can be extremely helpful in ensuring you receive some income within your first 2 weeks of work.

b) Earning Guarantee: We realize that the most difficult period for a driver is the start-up - or first 6 weeks. You are trying to learn the business locations, proper communication and various alternate routes throughout the city. Since you are paid on a per delivery basis your efficiency (or lack thereof) can negatively impact your first few weeks of revenue. To help you deal with this natural learning curve, we are pleased to guarantee that your daily revenue (only for each full day worked) will average out to no less than \$80.00 per day for cars, ¼ tons and mini vans, and an average of no less than \$100.00 per full worked day for ½ ton trucks or panel vans. If your average earnings during the first 3 billing periods are less than the guarantee - we will top you up to the minimum. If you average more than the minimum guarantee - you will get the full earned amount! We only provide this guarantee for the first 3 billing periods (30 full working days) due to the fact that after this time you should naturally be earning more money than the minimum guarantee - and you will no longer require this top up.

6) Deductions taken off of each of your cheques:

a) Workman's Compensation: By law we are required to deduct a preset amount (approx. 3.52%) of your earnings and submit this amount on your behalf to the W.C.B. You will then be covered by the Saskatchewan W.C.B. should you be injured on the job.

b) Contract Fee: Each courier company, depending on their overhead has a contract fee. This fee is designed to cover the following services that are provided for our driver's protection:

- Cargo Insurance (up to \$10,000.00 per incident - \$500.00 deductible)
- Fidelity Bond (Theft Insurance)
- Two-way Radio (covers all regular maintenance and airtime fees)

Our Contract Fee varies depending on the type of vehicle you operate. For cars, mini vans and panel vans, ¼ tons, ½ tons and 1 tons we deduct \$45.00 per pay cheque. The contract fee for 3 tons and 5 tons are negotiated and dependant on your GVW, driving record and special insurance provisions required - and will be discussed / agreed upon hiring. Our contract fee remains one of the lowest in Saskatoon, due to the fact that (to date) we have been able to keep our Insurance costs low due to proper training and handling of product. As a self-employed person, you get a tremendous advantage of being able to write off all of your expenses before income tax is calculated at the end of the year - including this contract fee. Most drivers find that the average amount of income tax charged to them is between \$1000.00 and \$2000.00 per year. This amount can be offset with the GST rebate cheques you may be eligible to apply for. Please enquire about this for more details.

c) Social Fund: We deduct \$2.50 per pay check for our social fund. This amount is utilized for different social events held throughout the year.

7) Average NET Earnings of Vehicles Currently on our Fleet for more than 3 months (before fuel costs).

	Net Earnings Before Fuel	Average Fuel Costs	Total Net Average
Cars	\$3,000.00+ per month	\$500.00 to \$550.00/month	\$2450.00/month or \$28,860/yr = \$13.85/hr
Minivan	\$3,200.00 + per month	\$625.00 to \$675.00/month	\$2525.00/month or \$30,300/yr = \$14.55/hr
¼ Tons	\$3,400.00 + per month	\$650.00 to \$700.00/month	\$2725.00/month or \$32,700/yr = \$15.70/hr
½ Ton Van	\$3,600.00 + per month	\$700.00 to \$750.00/month	\$2850.00/month or \$34,200/yr = \$16.45/hr
½ Ton Trucks	\$4,200.00 + per month	\$750.00 to \$800.00/month	\$3400.00/month or \$40,800/yr = \$19.60/hr
1 Tons	\$5,600.00 + per month	\$850.00 to \$900.00/month	\$4700.00/month or \$56,400/yr = \$27.10/hr
3 Tons	\$6,000.00 + per month	\$1000.00 to \$1100.00/month	\$4900.00/month or \$58,800/yr = \$28.26/hr

NOTE: Please remember that these earnings are your net earnings - or the actual cash amount you will take home. The only cost not calculated against these earning averages is depreciation and maintenance cost of the vehicle. The larger the unit, the higher the depreciation/maintenance cost (thus the reason for the higher earnings of the larger units). No taxes, EI or CPP are deducted from your earnings - making your net income substantially higher than if you were paid these same amounts as a salaried or hourly paid employee. Likewise, the taxes you pay will be substantially less than that of an employee - as you can/will use all vehicle depreciation/maintenance as a legal tax deduction (along with many other operating expenses) - thus lowering the amount you pay in income tax substantially. This is one of the biggest hidden benefits of being self-employed - you are taxed as a business, not as an employee!

8) Escalating Fuel Cost Protection: Most courier and trucking companies have implemented a fuel surcharge program to ensure their owner/operators are protected from the ever increasing costs of fuel. We are no exception. Operators working for Can-Do Delivery will find that our fuel surcharge program more than compensates them for when fuel costs increase. As fuel costs increase, we charge the customers an additional fuel surcharge (over and above the normal delivery rates). This amount is paid/added to each operator's earnings. Basically, for each 10 cent per litre increase in fuel costs (based on pump prices) we increase the fuel surcharge to the customer by 3% - thus, fuel price increases are of no concern to our operators.

9) How we hire:

- Once an applicant has read this information sheet and wishes to pursue the idea of becoming an owner/operator, we would schedule a personal interview. We would further go over these details and answer any questions you may have.

- Next, you would be required to spend a day with an existing owner/operator. This would give you hands on experience of the type of work you would be doing and also give you some basic training. This also gives you a chance to directly communicate with an experienced driver. Based on your performance and attitude, we would then determine if you will be joining our team - and visa versa.

- Once hired, you would be put through a 1/2 day training course on the paperwork, communication and dangerous goods handling.

NOTE: Experienced drivers with prior experience may have special consideration based on experience and time in our industry.

10) Additional Information:

- At Can-Do Delivery we are far more concerned about the person than the vehicle. We do not have a specific vehicle colour preference, or vehicle age restriction. Decals are available should you wish to have them on your vehicle. *THIS IS OPTIONAL* If you choose to have decals installed on your vehicle, we will, at our cost, decal your vehicle. However, if you leave our company prior to one full year of service the cost of these decals will be charged back to you (approximately \$85.00). If you stay longer than one full year there will never be a charge back for the decals.

- Wearing a clean uniform is MANDATORY. Customers expect clean uniformed drivers. Wearing a uniform can only help speed up the delivery process. When you dress professionally it will also be far more natural and easier to conduct yourself professionally. Uniforms colours are: sky-blue collard shirt, dark blue work pants or jeans. Your jacket should be black or red. Uniform shirts are available at the office for \$30.00. Hats are available for \$10.00 if you wish to wear a hat. It is imperative that the customers know who you are working for when you arrive - thus speeding the process up dramatically.

- You will find that the management of Can-Do Delivery will spend a great deal of time making your experience here a pleasant one. Both Nitin and Cory have over 35 years combined experience in this business. Both of us started out as drivers and will never forget the importance of this job. Every person is an individual with individual needs. We believe that all decisions effect people in different ways, and we believe that individual circumstances should always be kept in mind. Open, honest communication is essential. High moral standards are provided to you and expected from you as well.

- We will assemble regular informational meetings. This will give us all a chance to reflect on business activity and share information that can only help make this company a far more pleasant and

productive place to work. We feel that you are as important as the customer. Without either of you we could not be in business!!

- Our hours of operation are as follows:

a) All Drivers must report their availability to us between 7:30 and 8:00 a.m. Monday to Friday. We close the office at 5:30 p.m.

b) We run a skeleton fleet on Saturdays from 8:30 to 12:00 noon. Each driver is scheduled to work between 1 - 2 Saturdays per 4 - 6 weeks. If you wish to volunteer for more Saturday work, please simply let us know.

c) Our office is not open on Sunday or stat holidays, however we do offer an after-hours, emergency service and maintain one (1) driver on call till 10:00 p.m. each night, including Sundays and stats. We charge 2X the normal rates and pay 85% commission. Due to the tremendous ability to earn good money, we usually have many drivers volunteer for these deliveries, but you may be requested, once in a while, to help out with this as well.

THANKS FOR SHOWING AN INTEREST IN CAN-DO DELIVERY SERVICES LTD.

www.candodelivery.com