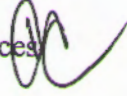




BULLETIN

To: The Transportation and Maintenance Department Seniority Units

From: Cheryl Coleman, Director of Human Resources 

Date: July 2, 2004

Subject: Annual DOT Physicals

Effective July 12, 2004, Maintenance and Transportation seniority unit employees will begin taking a mandatory DOT physical biennially, in accordance with US. DOT CFR 49

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These physicals will be completed at the North Kansas City Hospital Occupational Clinic location, 2700 Clay Edwards Drive, Suite 120, North Kansas City.

Employees will be notified one week in advance of their scheduled date and appointment time. Employees will also receive an assessment form that is to be completed PRIOR to taking the physical. All questions must be answered. A map of the location will be attached to the questionnaire. Employees must take a list of medications with them and glasses, if you wear them. Employee will be asked to show their CDL license.

You must get to the Occupational Clinic at least 10 minutes before the appointment with a completed assessment. The exam will take about one hour and you must return to work immediately upon completion of the exam if it is your regular workday.

Employees, including part-time, required to have physical examinations will be paid the actual time required therefore, including necessary travel time, at their straight hourly rates. Such time spent will be used in the computation of overtime after forty- (40) hours of work. All reasonable efforts will be made to schedule physical examinations during work hours or within two- (2) hours before or after the start or end of the employee's shift. Employees will not be required to take such examination on their days off, without their consent. Employees will be provided a *physical examination time slip* confirming the physical examination appointment time. The physician's office will provide arrival and departure time information on the *slip*. Employees should submit the completed *slips* to their immediate supervisor.

If you have any questions, feel free to contact the Human Resources Department at 346-0268.