



August 8, 2023

RE: Apprentice Assignments and Driver Eligibility

Dear Contractor:

Over the last several months, there have been some issues with and concerns about an apprentice's insurability and subsequent ability to be employed by contractors. The JATC has worked to support contractors in their attempts to prevent time and resources from being expended on the new hire process for an employee who may not be covered by the contractor's insurer. However, some of the processes have been very informal, required additional work by the JATC, apprentice and/or contractor, and recently have resulted in requests for information about apprentices that, due to privacy concerns, the JATC cannot share. As a result, the JATC has elected to implement a policy to address the concerns of a contractor's ability to ensure an apprentice and how it relates to job assignments and employment eligibility.

### Apprentice Assignments

The current practice for a contractor to request an apprentice, along with those used when the JATC initiates a rotation of apprentices, will remain the same. There will be changes to the referral form sent to the contractor from the JATC, and in how the apprenticeship will deal with requests to provide or share apprentice driving information. The referral form will now include the apprentice's phone number and email, which will allow contractors to contact an apprentice directly in order to obtain information needed prior to showing up at the office or yard to complete paperwork.

An apprentice's assignment to a contractor will be considered accepted by the contractor unless the contractor notifies the JATC in writing (via email) that the apprentice will not be hired because of the inability to insure the apprentice. No other reason will be accepted. This notification will need to be received by the JATC prior to 12pm the day before the report to work date (Monday to Friday). Lastly, the email will need to come from a representative of the contractor as stated herein and should contain confirmation that the apprentice has been notified of the decision in writing.

CALIFORNIA - NEVADA Joint Apprenticeship Training Committee | 9846 Limonite Avenue | Riverside, CA 92509



Contractors

If you are a contractor that has concerns about an apprentice's driving record and your ability to insure/employ any apprentice(s) being assigned, please notify the JATC in writing of this issue as soon as reasonably possible. Notices should include the name, title, email, and phone number of the company representative that will be notifying the JATC of the inability to insure and employ an apprentice.

The JATC is also requesting that ALL contractors provide the criteria or factors that determine a driver's eligibility for insurance, including any items that may call for automatic disqualification. This information will not be shared with other contractors but be reviewed and discussed internally to allow the JATC staff to better understand the needs of the contractors it supports. This information may also be provided to the Trust members.

We appreciate that an apprentice's driving, whether on the job or during their personal time, can greatly impact the ability of a contractor to employ them; and that the ability to identify an employee as someone that can or cannot be covered by an employer's policy prior to spending time and resources on the new hire process, can have a financial impact and may potentially impact a crew for at least a day. This new process should be especially helpful with apprentice rotations, where a new apprentice will be replacing a current apprentice whose driving record has already been validated by the contractor. It is our belief that the implementation of this policy will save you invaluable time and resources as a contractor by providing you with the ability to obtain the information needed to verify insurance eligibility, while allowing the JATC to streamline the assignment process and comply with applicable privacy laws.

If you have any questions regarding this policy, please do not hesitate to contact me at [jskinner@calnevjatc.org](mailto:jskinner@calnevjatc.org), or call me at 951-685-8658.

Thank you,



James Skinner  
Director

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