

Process of Large Vehicle Driver Admission

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ABSTRACT

The purpose of this study is to find out how the process of accepting large vehicle drivers is, to find out the obstacles in the process of accepting large vehicle drivers and to find solutions to the problems of the large vehicle driver acceptance process. The research methodology used is descriptive qualitative which aims to describe the conditions and analyze the process of accepting large vehicle drivers. In this study, data relating to the author's study are sourced from library studies, field studies, and documentation techniques. The results of the study of the Large Vehicle Driver Acceptance Process are as follows: the company has carried out a large vehicle driver acceptance process through several stages starting from filling out the driver acceptance form and interviewing the HRD section, health checks at the clinic, conducting driver tests, participating in defensive driving training, and finally HRD decides whether to accept the driver candidate or not. Constraints experienced by the company in the process of accepting drivers of large vehicles caused by the unavailability of a special room for psychological tests and tests of knowledge of traffic signs. The next obstacle is the limited source of doctors to operate in the company which results in the length of treatment for patients or prospective drivers who will take a health test, besides that there are obstacles in the occupational health and safety division, namely the working computer facilities for defensive driving training which are very minimal. The solution taken by the company from the above constraints is that the company will create a special room for test activities carried out by the HRD section in conducting a new driver acceptance test and adding medical experts, and the company must add a computer or laptop device.

Keywords: Process, Reception, Driver, Vehicle

1. INTRODUCTION

The company is an organization developed by a person or group of people with the aim of producing goods or services needed by the community. An organization is formed and established is to achieve certain goals. The company consists of a series of activities that support each other, including operational activities, marketing activities, financial activities and administrative activities.

Operational activity is an activity that manages production factors to create goods or services for added value through a transformation process. The term management refers to the concept of regulation with an emphasis on efficiency, while the term operations refers to the concept of change with an emphasis on added value. So that operations management is the study of how the activities that create the product take place.

In operational activities, one of the supporting factors is the driver who is in charge of delivering and receiving goods or services. So a good and professional driver must be owned by the company so that operational activities can run well. Hopefully this is what pushes the importance of implementing the selection and acceptance of new drivers for every company. Implementation of the selection must be honest, careful and objective so that the driver who is accepted is truly right for the

position and carrying out the job. Selection which in its implementation is based on job specifications and needs to be filled as well as guidelines for certain criteria and standards. Based on the things above the authors are interested in conducting research with the title " Process of Large Vehicle Driver Acceptance ".

2. LITERATURE REVIEW

a. PROCESS

According to the Big Indonesian Dictionary. Process is a series of actions, manufacture, or processing that produces a product. According to Kosasih (2012) in his book entitled "Correspondence and Writing Business Letters Correctly". The process is a series of methods which is a fixed work pattern in doing a job that forms a unified whole.

According to Ismail Solihin in his book "Introduction to Management" (2011). The process is a standard method or way to carry out a particular job. Still a quote from Ismail Solihin in his book Introduction to Management (2011) Process is a variety of activities to group, compile, perform calculations on raw data so that the raw data can be transformed into a form that has more meaning.

According to Ravi Anupindi in his book "Managing Business Process Flow" (2011) Process is a network of activities and buffers that use resources to convert inputs into outputs.

The conclusion from the understanding of the process is a series of activities that carry out management, manufacture, and sequential actions step by step that use resources to convert inputs into outputs.

b. DEFINITION OF DRIVER ACCEPTANCE

The driver acceptance process is an effort made by the company to obtain qualified and competent drivers who will serve and carry out all work according to the job specifications. Hopefully this is what pushes the importance of implementing the selection and acceptance of new drivers for every company. Implementation of the selection must be honest, careful and objective so that the driver who is accepted is truly right for the position and carrying out the job. The selection which in its implementation is based on the specifications of the position and the needs to be filled as well as guidelines for certain criteria and standards. The selection procedures for the acceptance of new drivers will be held:

- 1) Filling in the new driver acceptance form
- 2) Interview/ Interview
- 3) Health check up
- 4) Driving Test
- 5) Defensive Driving training
- 6) Deciding to be accepted or rejected by HRD

According to Herry Gunawan in his book "Introduction to Transportation and Logistics" (2012), driver acceptance is a series of theoretical and practical tests. Concerning the understanding of traffic rules and practices in the form of machine mastery tests and vehicle driving tests. According to Handoyo (2011), driver acceptance is an activity to recruit drivers who have the technical ability to drive and traffic knowledge as well as a good personality in order to become professional and good drivers.

c. UNDERSTANDING BIG VEHICLES

Kendaraan besar adalah kendaraan angkutan jalan raya yang memiliki spesifikasi tertentu. Kendaraan ini dipergunakan untuk mengangkut barang dalam ukuran besar dan berat.

Jenis-jenis kendaraan besar :

- 1) Wing box
- 2) Dumptruck
- 3) Tronton lossbak
- 4) Tronton bak
- 5) Engkel
- 6) Trailer
- 7) Portal/light truck
- 8) mixer

According to Sakti Adji Adisasmita in his book "Transportation Network" (2013: 56) Large vehicles are modes of land transportation in the form of large-wheeled trucks used to transport goods or services with large carrying capacity and quantities.

According to Sukardiman (2011: 39) Large vehicles are means of transporting goods with large and heavy capacities for distances between cities and provinces.

According to Herry Gunawan in his book "Introduction to transportation and logistics" (2012: 58) Motorized vehicles are used to transport goods from one warehouse to another to meet the stock needs of construction and trade goods.

From the description above, it can be concluded that what is meant by large vehicles is land transportation vehicles in the form of trucks of certain types with large and large payload capacities that operate to meet the needs of the construction industry and trade.

3. RESEARCH METHOD

The type of research used is descriptive qualitative research. Descriptive qualitative research is research that is used to analyze data by describing or describing the data that has been collected properly without intending to make generally accepted conclusions or generalizations (Sugiyono, 2012). According to Mukhtar (2013:10) descriptive qualitative research method is a method used to find knowledge of research subjects at a certain time. The author in this study uses descriptive qualitative research because researchers want to know and get depth of information related to the topic (Sugiyono, 2012)

Data collection techniques in this study are observation and interviews. Observations in this study are participant observation. Interviews in this study, namely through semi-structured interviews, the interviewer has prepared a topic and a list of interview guide questions before the interview activity is carried out, researchers need to explore further a topic based on the answers given by participants. Data collected from interviews with informants

The data analysis model in this study follows the concept of activities in qualitative data analysis carried out interactively and continuously at each stage of the research until it is complete. The components and data analysis in this study are:

1. Data reduction.

The data obtained from the report is quite large for that it needs to be recorded carefully and in detail. Reducing data means summarizing, choosing the main things, focusing on the things that are important, looking for themes and patterns.

2. Data Presentation

After the data is reduced, the next step is to display the data. In qualitative research, the presentation of data can be done in the form of a short, chart, relationship between categories, and with a narrative text. By displaying the data, it will be easier to understand what happened and plan further work based on what has been understood

3. Verification or Data Inference

The initial conclusions put forward are still tentative, and will change if strong evidence is found to support them at a later stage. However, if the conclusions put forward at the initial stage are supported by valid and consistent evidence when the researcher returns to the field to collect data, then the conclusions put forward are credible conclusions.

4. RESULTS AND DISCUSSION

a. LARGE VEHICLE DRIVER ADMISSION PROCESS

The process for accepting large vehicle drivers is as follows:

1) Prospective drivers must pass through the security guard.

The activities carried out by security guards in carrying out the process of accepting drivers for large vehicles are:

- a) Record biodata of guests who visit the company.
- b) Requesting guest identification for entry requirements to the company
- c) Provide visitor cards to company guests
- d) Directing guests to the Reception

2) Prospective drivers meet the Receptionist after meeting the security guard

The activities carried out by the receptionist in carrying out the process of accepting the driver of the Big Vehicle driver are:

- a) Recording of guests who come in the guest book that has been provided.
- b) Directing guests to the intended department

3) Prospective drivers meet HRD after going through reception

In this section, the activities carried out by the HRD section in carrying out the activities of the driver acceptance process for Large Vehicle drivers are as follows:

- a) Recording the biodata of prospective drivers
- b) Prepare and give psychological tests
- c) Prepare a knowledge test of traffic signs for prospective drivers

4) Prospective drivers visit the clinic that is already available after going through the theoretical test stage and knowledge test of traffic signs

After meeting with the HRD section, the prospective driver visits the clinic. The activities carried out by the clinic officer in carrying out the process of accepting the driver for the Big Vehicle driver are:

a) Providing medical tests to prospective drivers

b) Giving drug tests to prospective drivers

5) Prospective drivers meet with the Head of the Fleet Section (Kasi) after carrying out the test phase at the clinic

The activities carried out by the Head of the Fleet Section in carrying out the process of accepting drivers for Large Vehicle drivers are as follows:

a) Provide truck practice tests to prospective drivers

b) Provide good driving directions to prospective drivers

6) Prospective drivers meet with the Occupational Health and Safety (K3) section.

After meeting the driver's clinic, he met the occupational health and safety section, the activities carried out by the Occupational Health and Safety (K3) section in carrying out the activities for the process of accepting drivers for large vehicles are:

a) Prepare the driver's attendance form

b) Provide new driver induction briefing

c) Provide guidance on Defensive driving training.

b. STAGES IN THE ACCEPTANCE PROCESS OF LARGE VEHICLE DRIVERS

The stages carried out by the company in carrying out the activities of accepting drivers for large vehicles are as follows:

1) Filling in the acceptance form for prospective drivers of large vehicles

The stage of filling out the new driver acceptance form is very useful to obtain relatively objective information about the driver that can be compared with other drivers.

The following are the forms of acceptance tests in the HRD section:

a) Fill in the personal data form

Is an activity to fill out a form that must be filled out by a prospective driver to fulfill a complete biodata. So that information about prospective drivers can be recorded, as for the contents of the prospective driver's personal data form, such as: Name, place of birth date, citizen, criminal record and so on.

b) Filling out psychological tests

Filling out psychological tests is an activity carried out by prospective drivers to fill out questions about aspects of general intelligence, work behavior of prospective drivers, and personality aspects of prospective drivers. This is done so that the company can capture the personality side of prospective drivers with the spontaneous answers they have answered.

c) Filling out the knowledge test about traffic signs

Filling in the knowledge test of traffic signs is a test activity carried out by prospective drivers about how well they know traffic signs, and the function of traffic signs, this is done so that prospective drivers have an obedient attitude to regulations when walking, especially drive.

2) Interview/interview

Selection interview is a formal and in-depth conversation conducted to evaluate whether the driver is accepted or not. With a direct conversation, an experienced and observant interviewer will be able to explore the abilities of a potential driver.

The abilities and skills of a prospective driver greatly determine success in developing tasks according to the fields given by the company. and in selecting new drivers. The company implements the policy through a series of initial tests that cover competencies according to the company's needs, including interview sessions.

With this interview information will also be obtained from each applicant, then compared one by one who has the highest ability to do the job.

3) Health check up

This stage is an examination of the prospective driver's physical health to meet the specifications determined by the department concerned and this stage should be considered carefully because it will determine the job performance of the prospective driver. It is impossible to be able to perform well if the prospective driver is often sick and unable to attend to carry out his duties.

The purpose of the medical test is to find out the health history of the prospective driver, such as:

a) Lung disease

- b) Kidney Disease
- c) Hepatitis
- d) Hypertension
- e) Heart disease and so on

This is very important because when the company accepts someone as an employee, the company is responsible for their health while doing work at the company

The medical tests carried out by the clinic are as follows:

- a) Drug test
- b) Eye examination test
- c) Physical examination test

If the prospective driver has carried out the medical test stage, then the clinic officer gives the results of the health test to the prospective driver whether or not in the medical test, then the clinic will present the results that have been carried out in a medical test evidence form.

4) Driver test

The company also requires prospective drivers to have a general B2 SIM. The reason is that to get a general B2 SIM, one has to go through several stages, namely to get SIM A first, B1, B2, then general B2. Because if the prospective driver is too young, for example, only 18 to 20 years old but has a general B2 SIM, the company will be suspicious of how the prospective driver got his SIM.

The president director emphasized that the ideal age of the driver is 26-46 years. According to him, the age of the driver must be mature enough, not too young and not too old. This is because driving a truck is a physical activity that requires concentration, patience, and a commitment to high dedication. Therefore there are a series of important tests that must be carried out namely administrative tests, as well as physical tests.

Furthermore, prospective drivers will take a practical test. So the company has a special training track in the pool that prospective drivers can use to do a driving test.

The test is as follows:

- a) Check the condition of the truck, such as:
 - (1) Ensure that there are personal protective equipment in the car cabin
 - (2) Making sure the truck lights are working
 - (3) Ensure there is a tire block
 - (4) Ensure there is a safety triangle
 - (5) Ensure there is a jack
 - (6) Ensure and check the condition of tires
- b) Drive a truck

Prospective drivers will carry out practical test activities for driving trucks, as for prospective drivers, namely:

- (1) Forward
- (2) Back off
- (3) spin
- (4) parking
- (5) braking
- (6) how to deal with disasters when driving

5) Driver induction

This stage is an activity to explain to prospective drivers about:

- a) regulations and policies that exist in the company.
- b) The history of the formation of the company and the company's vision and mission.
- c) as well as providing an explanation of the emergency situation

6) Defensive driving training (DDT)

After that stage, the next stage is material training on good and correct driving. For example, there is training on how prospective drivers control their emotions and how to be prepared before the trip, because the driver should not get emotional easily if a passenger gets angry or another car honks its horn while in the lane. Defensive driving training is training/training that aims to change the driver's mindset, and guarantees all safety on the road, and defensive driving training is a driver training activity that aims to improve driving skills with the right way of thinking. Become a safe driver. namely drivers who have an understanding of vehicle safety equipment and themselves, passengers and fellow road users, and are able to save fuel consumption, and can take care of vehicle components in order to extend

the productive life of the vehicle. In today's era, awareness about health, safety and the work environment is very much needed, even though it has become a safety requirement for companies.

Drivers who understand defensive driving learn and master the road situation and are not influenced by other drivers who have new driving ways. This driver is always aware of any kind of road threat or danger caused by other drivers or because of the road situation. Drivers who understand defensive driving are always alert and look far ahead. He will behave and identify and predict the existence of problems on the road and as soon as possible decide and act as necessary to avoid danger or injury.

Functions of defensive driving training:

- a) Handling work accidents and investigating the causes.
- b) Reviewing and directing employees to work according to their obligations and the company's operating system.
- c) Reviewing the safety of the workforce and the work environment.

7) HRD will decide whether to accept or reject the driver candidate

This stage is the last stage of all the series of stages that have been carried out. This stage will inform that the company declares the prospective driver is accepted or not, then if HRD accepts the prospective driver, HRD will explain the type of work contract that will be agreed later. Furthermore, the driver is given a description and explanation (PKWT) of a certain time work agreement or what is called a contract employee. Made in duplicate which has the same legal force, each prospective driver with HRD must obtain and keep a Work Agreement (Article 54 paragraph 3 of Law 13/2003). Certain Time Work Agreements (PKWT) whose workers are often called contract employees

PKWT requirements are as follows:

- a) Based on a maximum period of three years or the completion of a particular job
- b) Made in writing in 3 copies: for prospective drivers, entrepreneurs and Manpower Office (Permenaker No. Per-02/Men/1993), if made orally then it is declared as a work agreement for an indefinite time
- c) There is no probation period, if required, the work agreement is null and void (Article 58 of Law No. 13/2003).

Renewal can be done 1 (one) time and a maximum of 2 (two) years. This renewal can be made after more than 30 days from the end of the PKWT. For example, if the work cannot be completed, an agreement renewal can be held. If the PKWT does not pass the 30-day grace period from the end of the PKWT, then the PKWT can be changed to PKWTT (unspecified time agreement).

The properties that are allowed to use the work agreement at that time are:

- a) Work that is completed once or temporarily in nature, the completion of which is no later than three years
- b) If the work can be completed faster than agreed, the work agreement for a certain time is terminated by law upon completion of the work
- c) In the Work Agreement for a certain period of time, it must include a limit for a job to be declared completed
- d) If the work has not been completed, it may be possible to renew the work agreement for a certain time
- e) Renewal of the Specific Time Work Agreement is carried out after a grace period of 30 days after the expiration of the Employment Agreement. During the 30 day grace period, there is no working relationship between the worker and the company/employer
- f) If the prospective driver has agreed and signed the agreement, then the driver is declared to have become an employee of the company

OBSTACLES FACED IN THE ACCEPTANCE PROCESS OF LARGE VEHICLE DRIVERS

a. No room

There is no room to conduct theory tests in the HRD section, so that theoretical tests and psychological tests are carried out in the meeting room, which makes the meeting place and time uncomfortable.

b. Obstacles in the presence of a doctor

Expert doctors are not always present at the clinic, which causes the medical test in the driver acceptance process to take so long and if there are patients who must require a doctor's examination, the patient has to wait for the doctor.

c. Equipment facilities for Defensive driving raining

Lack of facilities for Defensive driving training in the Occupational Health and Safety Division, so that the Occupational Health and Safety Division must first remove the PC, which results in cable damage and takes time to disassemble and install the PC during the Defensive Driving Training.

SOLUTIONS DONE BY THE COMPANY TO OVERCOME OBSTACLES IN THE ACCEPTANCE PROCESS OF LARGE VEHICLE DRIVERS

- a. There is no room to do theory tests in the HRD section, so what is done is to provide a special room for the theory test stage in the driver acceptance process, because by providing a special room for theory testing, company divisions can use the meeting room as it functions without having to wait and looking for another room for the meeting because of the theory test conducted by the HRD.
- b. The problem is that if the doctor is not always present, the company's solution is to add more workers. This is so that the driver acceptance process runs effectively and the process of handling doctors at the clinic is faster and more precise.
- c. The solution if there are problems with computer facilities for defensive driving training, the company provides supporting facilities such as laptops or special computers for defensive driving training in the training room. minor damage to computer components due to disassembly and installation of the computer every time there is defensive driving training.

5. CONCLUSION

The results of the study of the Process of Accepting Large Vehicle Drivers are as follows:

- a. The company has carried out the process of accepting drivers for large vehicles through several stages, starting from filling out the driver acceptance form and interviewing the HRD department, health checks at the clinic, conducting driver tests, participating in defensive driving training, and finally HRD deciding whether or not the prospective driver will be accepted.
- b. Constraints experienced by the company in the process of accepting drivers for large vehicles due to the unavailability of a special room for psychological tests and tests of knowledge of traffic signs. The next obstacle is the limited source of doctors to operate in the company which results in the length of treatment for patients or prospective drivers who will take a health test, besides that there are obstacles in the occupational health and safety division, namely the working computer facilities for defensive driving training which are very minimal.
- c. The solution taken by the company from the above constraints is that the company will create a special room for test activities carried out by the HRD section in conducting a new driver acceptance test and adding medical experts, and the company must add a computer or laptop device.

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