

# DRIVER'S APPLICATION FOR EMPLOYMENT

PLEASE PRINT. ANSWER ALL QUESTIONS.

COMPANY: QUICK SHOT TRUCKING

BRANCH: \_\_\_\_\_

ADDRESS: 9072 WILMER GEORGETOWN RD

CITY: WILMER STATE: AL ZIP 36587

IN COMPLIANCE WITH FEDERAL AND STATE EQUAL EMPLOYMENT OPPORTUNITY LAWS, QUALIFIED APPLICANTS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS, OR NON-JOB RELATED DISABILITY.

DATE OF APPLICATION: \_\_\_\_\_

POSITION(S) APPLIED FOR: \_\_\_\_\_

NAME: (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_ S.S. #: \_\_\_\_\_

ADDRESS: (STREET) \_\_\_\_\_ (CITY) \_\_\_\_\_

(STATE) \_\_\_\_\_ (ZIP) \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS FOR PAST THREE YEARS:

(STREET) \_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (ZIP) \_\_\_\_\_

(STREET) \_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (ZIP) \_\_\_\_\_

DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE U.S.? \_\_\_\_\_

DATE OF BIRTH (REQUIRED) \_\_\_\_/\_\_\_\_/\_\_\_\_ CAN YOU PROVIDE PROOF OF AGE? YES NO

WHO REFERRED YOU? \_\_\_\_\_ RATE OF PAY EXPECTED? \_\_\_\_\_

IS THERE ANY REASON YOU MIGHT BE UNABLE TO PERFORM THE FUNCTIONS OF THE POSITION(S) FOR WHICH YOU HAVE APPLIED [AS DESCRIBED IN THE ATTACHED JOB DESCRIPTION]? \_\_\_\_\_

IF YES, EXPLAIN: \_\_\_\_\_

HAVE YOU TESTED POSITIVE, OR REFUSED TO TEST, ON ANY PRE-EMPLOYMENT DRUG OR ALCOHOL TEST ADMINISTERED BY AN EMPLOYER TO WHICH YOU APPLIED FOR, BUT DID NOT OBTAIN, SAFETY-SENSITIVE TRANSPORTATION WORK COVERED BY DOT DRUG AND ALCOHOL RULES DURING THE PAST 2 YEARS?  
YES NO

IF YOU ANSWERED "YES" TO THE ABOVE QUESTION, CAN YOU PROVIDE DOCUMENTATION OF SUCCESSFUL COMPLETION OF DOT RETURN TO DUTY REQUIREMENTS (INCLUDING FOLLOW-UP TESTS)?  
YES NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR WHICH RESULTED IN IMPRISONMENT WITHIN THE LAST 7 YEARS? (NOTE: SUCH CONVICTIONS ARE NOT AN AUTOMATIC BAR TO EMPLOYMENT. ALL CIRCUMSTANCES WILL BE CONSIDERED) Yes No

IF YOU HAVE BEEN CONVICTED, PLEASE ATTACH A SEPARATE PAGE PROVIDING US WITH AN EXPLANATION OF ALL RELEVANT CIRCUMSTANCES.

# EMPLOYMENT HISTORY

LIST EMPLOYERS IN REVERSE ORDER, BEGINNING WITH THE MOST RECENT.  
ATTACH SHEET IF MORE SPACE IS NEEDED.

LIST EVERY JOB YOU HAVE HAD IN THE PAST TEN YEARS.  
BE SURE TO INCLUDE A VALID ADDRESS AND PHONE NUMBER.  
IF UNEMPLOYED OR SELF-EMPLOYED, PLEASE LIST WITH DATES.  
**THERE CANNOT BE ANY TIME GAPS IN THIS 10 YEAR HISTORY.**

MAY WE CONTACT YOUR CURRENT EMPLOYER? YES / NO

EMPLOYER		DATE
NAME		FROM ____/____/____ TO ____/____/____
ADDRESS		POSITION:
CITY	STATE	ZIP
CONTACT PERSON	PHONE NUMBER	SALARY/WAGE:
		REASON FOR LEAVING:

ANY GAPS IN EMPLOYMENT AND/OR UNEMPLOYMENT MUST BE EXPLAINED. INCLUDE DATES (MONTH/YEAR) AND REASON.

Were you subject to the Federal Motor Carrier Safety Regulations (FMCSRs) while employed by the previous employer? Yes No

Was the previous job position designated as a safety sensitive function in any DOT regulated mode, subject to alcohol and controlled substances testing requirements as required by 49 CFR Part 40? Yes No

EMPLOYER		DATE
NAME		FROM ____/____/____ TO ____/____/____
ADDRESS		POSITION:
CITY	STATE	ZIP
CONTACT PERSON	PHONE NUMBER	SALARY/WAGE:
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PUBLISHED BY: MOTOR CARRIER CONSULTANTS, INC  
1350 Dauphin Street (P.O. Box 2264) Mobile, AL 36652-2264  
(251) 433-4111 FAX (251) 433-4323

FOR EXCLUSIVE USE BY THE ABOVE NAMED CLIENT. ANY OTHER USE OR DUPLICATION IS PROHIBITED.



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NAME			FROM ____/____/____ TO ____/____/____
ADDRESS			POSITION:
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# **ACCIDENT RECORD FOR PAST 3 YEARS OR MORE**

DATES	NATURE OF ACCIDENT (HEAD-ON, REAR-END, UPSET, ETC.)	FATALITIES	INJURIES
LAST ACCIDENT ____/____/____			
NEXT PREVIOUS ____/____/____			
NEXT PREVIOUS ____/____/____			

(ATTACH SHEET IF MORE SPACE IS NEEDED)

## **TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS (OTHER THAN PARKING VIOLATIONS)**

LOCATION	DATE	CHARGE	PENALTY

(ATTACH SHEET IF MORE SPACE IS NEEDED)

## **EDUCATION**

**CIRCLE HIGHEST GRADE COMPLETED: 1 2 3 4 5 6 7 8 HIGH SCHOOL: 1 2 3 4 COLLEGE: 1 2 3 4**  
**LAST SCHOOL ATTENDED: (NAME) \_\_\_\_\_ (CITY) \_\_\_\_\_**

DRIVER  LICENSES	STATE	LICENSE #	TYPE	EXPIRATION DATE

- A. HAVE YOU EVER BEEN DENIED A LICENSE, PERMIT, OR PRIVILEGE TO OPERATE A MOTOR VEHICLE? Y\_\_ N\_\_  
 B. HAS ANY LICENSE, PERMIT OR PRIVILEGE EVER BEEN SUSPENDED OR REVOKED? Y\_\_ N\_\_

**IF THE ANSWER TO EITHER A OR B IS YES, ATTACH A STATEMENT PROVIDING DETAILS**

## **DRIVING EXPERIENCE**

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLAT, ECT.)	DATE FROM	DATE TO	APPROXIMATE TOTAL NUMBER OF MILES
STRAIGHT TRUCK				
TRACTOR/ SEMI-TRAILER				
TRACTOR/ TWO TRAILERS				
OTHER				

LIST ALL STATES OPERATED IN FOR THE PAST FIVE YEARS: \_\_\_\_\_

LIST ANY SPECIAL COURSES OF TRAINING THAT WILL HELP YOU AS A DRIVER: \_\_\_\_\_

LIST ANY SAFE DRIVING AWARDS YOU HOLD AND FROM WHOM: \_\_\_\_\_

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# OTHER EXPERIENCE AND QUALIFICATIONS

LIST ANY TRUCKING, TRANSPORTATION, OR OTHER EXPERIENCE THAT MAY HELP IN YOUR WORK FOR THIS COMPANY: \_\_\_\_\_

LIST ANY COURSES AND TRAINING: (OTHER THAN THOSE ALREADY LISTED ON THIS APPLICATION) \_\_\_\_\_

LIST SPECIAL EQUIPMENT OR TECHNICAL MATERIALS YOU CAN WORK WITH: (OTHER THAN THOSE ALREADY LISTED) \_\_\_\_\_

## TO BE READ AND SIGNED BY APPLICANT

THIS CERTIFIES THAT THIS APPLICATION WAS COMPLETED BY ME AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE YOU TO TAKE SUCH INVESTIGATIONS AND INQUIRIES OF MY PERSONAL, EMPLOYMENT, FINANCIAL, AND MEDICAL HISTORY AND OTHER RELATED MATTERS AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. (GENERALLY, INQUIRIES REGARDING MEDICAL HISTORY WILL BE MADE ONLY IF AND AFTER A CONDITIONAL OFFER OF EMPLOYMENT HAS BEEN EXTENDED.) I HEREBY RELEASE EMPLOYERS, SCHOOLS, HEALTH CARE PROVIDERS AND OTHER PERSONS FROM ALL LIABILITY IN RESPONDING TO INQUIRIES AND RELEASING INFORMATION IN CONNECTION WITH MY APPLICATION.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I ALSO UNDERSTAND THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE COMPANY.



DATE: \_\_\_\_\_



APPLICANT'S SIGNATURE: \_\_\_\_\_

## THIS SECTION FOR OFFICE USE ONLY

### PROCESS RECORD

APPLICANT HIRED: \_\_\_\_\_ REJECTED: \_\_\_\_\_

DATE EMPLOYED: \_\_\_\_\_ POINT EMPLOYED: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ CLASSIFICATION: \_\_\_\_\_

(IF REJECTED, SUMMARY REPORT OF REASONS SHOULD BE PLACED IN FILE)

	SUPERIOR	GOOD	FAIR	BELOW AVERAGE	POOR	WRITTEN RECORD ON FILE
APPLICATION	___	___	___	___	___	___ YES ___ NO
INTERVIEW	___	___	___	___	___	___ YES ___ NO
PAST EMPLOYMENT	___	___	___	___	___	___ YES ___ NO
WRITTEN EXAM	___	___	___	___	___	___ YES ___ NO
ROAD TEST	___	___	___	___	___	___ YES ___ NO
CRIMINAL & TRAFFIC CONVICTIONS	___	___	___	___	___	___ YES ___ NO

### TRANSFERS

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

REASON FOR TRANSFER: \_\_\_\_\_ REASON FOR TRANSFER: \_\_\_\_\_

### TERMINATION OF EMPLOYMENT

DATE TERMINATED: \_\_\_\_\_ DEPARTMENT RELEASED FROM: \_\_\_\_\_

(CHECK ONE) \_\_\_ DISMISSED \_\_\_ RESIGNED \_\_\_ OTHER (EXPLAIN): \_\_\_\_\_

SUPERVISER: \_\_\_\_\_ TERMINATION REPORT PLACED IN FILE: \_\_\_ YES \_\_\_ NO

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# **CERTIFICATION OF COMPLIANCE WITH DRIVER'S LICENSE REQUIREMENTS**

**NOTICE TO CARRIERS:** The requirements in Part 383 of the Federal Motor Carrier Safety Regulations apply to every driver who operates in intrastate, interstate, or foreign commerce and operates a vehicle weighing 26,001 pounds or more, can transport more than 15 people, or transports hazardous materials that require placarding.

The requirements in Part 391 apply to every driver who operates in interstate commerce and operates a vehicle weighing 10,001 pounds or more, can transport more than 15 people, or transports hazardous materials that require placarding.

**DRIVER REQUIREMENTS:** Parts 383 and 391 of the Federal Motor Carrier Safety Regulations contain some requirements which you, as a driver, must comply. These requirements are in effect as of July 1, 1987. They are as follows:

- 1) You, as a commercial vehicle driver, may not possess more than one license. The only exception is if a state requires you to have more than one license. This exception is allowed until January 1, 1990.

If you currently have more than one license, you should keep the license from your state of residence and return the additional licenses to the states that issued them. DESTROYING a license does not close the record in the state that issued it; you must notify the state. If a multiple license has been lost, stolen or destroyed, you should close your record by notifying the state of issuance that you no longer want to be licensed by that state.

- 2) Sections 392.42 and 383.33 of the Federal Motor Carrier Safety Regulations require that you notify your employer the NEXT BUSINESS DAY of any revocation or suspension of your driver's license. In addition, Section 383.31 requires that any time you violate a state or local traffic law (other than parking); you must report it to your employing motor carrier and the state that issued your license within 30 days.

## **DRIVER CERTIFICATION:**

**I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE REQUIREMENTS  
AND THAT THE FOLLOWING LICENSE IS THE ONLY ONE THAT I WILL POSSESS.**

★ Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

★ Driver's Signature: \_\_\_\_\_

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# REQUEST FOR CHECK OF DRIVING RECORD

I HEREBY AUTHORIZE YOU TO RELEASE THE FOLLOWING INFORMATION TO (PROSPECTIVE EMPLOYER) \_\_\_\_\_ FOR THE PURPOSE OF INVESTIGATION AS REQUIRED BY SECTION 391.23 OF THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS. YOU ARE HEREBY RELEASED FROM ANY AND ALL LIABILITY WHICH MAY RESULT FROM FURNISHING SUCH INFORMATION.



APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

1. IN ACCORDANCE WITH THE PROVISIONS OF SECTION 604 AND SECTION 607 OF THE FAIR CREDIT REPORTING ACT, PUBLIC LAW NO. 91-508, I HEREBY CERTIFY THAT THE INFORMATION REQUESTED BELOW WILL BE USED FOR A "PERMISSIBLE PURPOSE" AS DEFINED IN THE ACT, AND THAT THE INFORMATION RECEIVED WILL BE USED FOR NO OTHER PURPOSE.
2. I FURTHER CERTIFY THAT IF THE APPLICANT NAMED BELOW IS DENIED EMPLOYMENT BASED UPON THE INFORMATION RECEIVED, I WILL IDENTIFY THE SOURCE OF THE REPORT IN ACCORDANCE WITH SECTION 615(A) OF THE FAIR CREDIT REPORTING ACT.

SIGNATURE OF REQUESTER: \_\_\_\_\_ DATE: \_\_\_\_\_

THE FOLLOWING NAMED PERSON HAS MADE APPLICATION WITH OUR COMPANY FOR THE POSITION OF DRIVER. AS IN ACCORDANCE WITH SECTION 391.23, FEDERAL DEPARTMENT OF TRANSPORTATION REGULATIONS, PLEASE FURNISH THE UNDERSIGNED WITH THE APPLICANT'S DRIVING RECORD FOR THE PAST THREE YEARS.



NAME OF APPLICANT: \_\_\_\_\_



ADDRESS: \_\_\_\_\_ CITY, ST. \_\_\_\_\_ ZIP \_\_\_\_\_



FORMER ADDRESS: \_\_\_\_\_ CITY, ST. \_\_\_\_\_ ZIP \_\_\_\_\_



DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ SOCIAL SECURITY: \_\_\_\_\_



DRIVER LICENSE NUMBER AND STATE: \_\_\_\_\_

## REQUESTED BY

COMPANY \_\_\_\_\_

TYPED NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TITLE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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## PAST EMPLOYMENT BACKGROUND CHECK

TO (PREVIOUS EMPLOYER) \_\_\_\_\_ DATE: \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_  
APPLICANT NAME: \_\_\_\_\_ S.S.N. \_\_\_\_\_

The person named above has applied to this company for employment. The applicant lists your firm as past employer. Please complete the following items:

Dates of employment with your company: From: \_\_\_\_\_ To: \_\_\_\_\_ Position \_\_\_\_\_  
☐ DOT Regulated Driver  
☐ Non-DOT Regulated Driver

### DRUG AND ALCOHOL INQUIRY

If the above applicant was employed as a driver with your company, Department of Transportation regulation section 382.405(f) and (h) require that you provide the following information:

☐ Prospective employer did not provide signed release from driver (§40.321(b)). Therefore, drug/alcohol information cannot be provided.

Under DOT drug and alcohol testing requirements for the past 3 years:

	Yes	No
1. This person was employed in a safety-sensitive function that required alcohol and controlled substances testing specified by 49 CFR Part 40 (if NO, skip this section).	<input type="checkbox"/>	<input type="checkbox"/>
2. This person had an alcohol test with a result of 0.04 or higher alcohol concentration.	<input type="checkbox"/>	<input type="checkbox"/>
3. This person tested positive or adulterated or substituted a test specimen for controlled substances.	<input type="checkbox"/>	<input type="checkbox"/>
4. This person refused to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substance test.	<input type="checkbox"/>	<input type="checkbox"/>
5. This person committed other violations of Subpart B of Part 382, or Part 40.	<input type="checkbox"/>	<input type="checkbox"/>
6. This person violated a DOT drug and alcohol regulation and completed a SAP-prescribed rehabilitation program in our employ, including return-to-duty and follow-up tests. If yes, documentation is enclosed.	<input type="checkbox"/>	<input type="checkbox"/>
7. This person, after successfully completing a SAP's rehabilitation referral, remained in our employ but subsequently had an alcohol test result of 0.04 or greater, a verified positive drug test, or refused to be tested.	<input type="checkbox"/>	<input type="checkbox"/>

In providing this information, any drug or alcohol testing information obtained from previous employers under §40.25 or other applicable DOT regulations is included.

Any other remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If any of the above questions were answered yes, please provide the following:

Substance abuse professional's full name \_\_\_\_\_ Telephone \_\_\_\_\_  
Date referred \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

### SAFETY PERFORMANCE HISTORY

☐ There is no safety performance history to report.

Driver operated a: ☐ Straight Truck ☐ Tractor-Semi trailer ☐ Bus ☐ Cargo Tank ☐ Doubles/Triples ☐ Other (Specify) \_\_\_\_\_

☐ Driver did not operate a motor vehicle.

Reason for leaving employ: ☐ Discharged ☐ Resignation ☐ Lay Off ☐ Military Duty

### ACCIDENTS:

Date	Location	No. of Injuries	No. of Fatalities	Hazmat Material Spill
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

☐ No accident register data for this driver.

☐ Enclosed is other accident information pursuant to the employer's internal policies for retaining minor accident information (§391.23(d)(2)(ii)).

Signature of person supplying information: \_\_\_\_\_ Title/Date: \_\_\_\_\_

### APPLICANT CONSENT AND RELEASE

★ I, \_\_\_\_\_, DO HEREBY AUTHORIZE MY PREVIOUS EMPLOYERS TO RELEASE INFORMATION FROM MY DRUG AND ALCOHOL RECORDS IN ACCORDANCE WITH DOT REGULATION 49 CFR PART 40, SECTION 40.25. I ALSO AUTHORIZE RELEASE OF ALL OTHER RECORDS OF EMPLOYMENT INCLUDING JOB PERFORMANCE TO MOTOR CARRIER CONSULTANTS, INC. IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT. I HEREBY RELEASE MY FORMER EMPLOYERS FROM ANY AND ALL LIABILITY OF ANY TYPE AS A RESULT OF PROVIDING THE ABOVE REQUESTED INFORMATION.

★ APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
WITNESS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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# DRIVER DATA SHEET



Name (Print) \_\_\_\_\_



Social Security Number \_\_\_\_\_



Motor Vehicle Operator's License Number \_\_\_\_\_



Type of License \_\_\_\_\_ Issuing State \_\_\_\_\_

FMCSA Regulation §395.8(j)(2) states that motor carriers, when using a driver for the first time or intermittently, shall obtain from the driver a signed statement giving the total time on duty during the immediately preceding 7 days and the time at which the driver was last relieved from duty prior to beginning work for the motor carriers.

**Instructions:** In the grid below, write the date and hours you worked, driving or not, for the past seven days. Write your total hours in the "TOTAL" column.



DAY	1	2	3	4	5	6	7	TOTAL
DATE								
HOURS WORKED								

I hereby certify that the information given above is correct to the best of my knowledge and belief, and that I was last relieved from work at:



\_\_\_\_\_ on \_\_\_\_\_  
Time Date Released



\_\_\_\_\_  
Signature

Witness: \_\_\_\_\_  
Company Representative

Date: \_\_\_\_\_

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If there are any questions regarding the above stated drug and alcohol policy, you may contact your company representative, \_\_\_\_\_ @ \_\_\_\_\_ or Motor Carrier Consultants at 251-433-4111.

★ I, \_\_\_\_\_, understand and agree to abide by the above requirements and statement as a condition of employment.



\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

This Policy and these programs are made for the maximum safety and well being of all drivers, other personnel, and the general public. Your assistance and cooperation for the achievement of this goal is vitally important.

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Effective Date



\_\_\_\_\_  
Driver's Signature of Agreement

\_\_\_\_\_  
Date

Form DTP-

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3/02



**Determination that  
Driver Applicant/Currently Employed Driver  
Is Fit for Duty**

Prior to releasing driver for said examination, The **Company** requests them to sign a consent form. This consent form will apply to any D.O.T. required drug/alcohol screen performed while driver is employed by **The Company**.

**Consent Form**

Voluntary Submission for Physical Examination, Breath/Saliva Analysis, (when performed under the guidelines specified in CFR 49, §382.303) and/or Urine Analysis and the Release of Said Results.

★ I, \_\_\_\_\_, voluntarily agree to undergo a physical examination, including a urine test and/or breath/saliva test (when performed under the guidelines specified in CFR 49, §40) by a doctor, medical center, hospital, or medically qualified personnel.

I hereby authorize the release of the results of the examination to **The Company** and its representatives. By this authorization, I do hereby release any doctor, hospital, medical center, clinic, medical personnel, etc. and **The Company** or any of its representatives from any and all liabilities arising from the release or use of the information contained in my physical exam and test results.

★ \_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Form DTP-

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3/02

Initials of Applicant/Driver

# MOTOR VEHICLE DRIVER'S Certification of Violations/Annual Review of Driving Record

**COMPANY INSTRUCTIONS:** Each motor carrier shall at least once every 12 months, require each driver it employs to prepare and furnish it with a list of all violations of motor vehicle traffic laws and ordinances (other than violations involving only parking) of which the driver has been convicted, or on account of which he/she has forfeited bond or collateral during the preceding 12 months (Section 391.27). Drivers who have provided information required by Section 383.31 need not repeat that information on this form.

**DRIVER REQUIREMENTS:** Each driver shall furnish the list as required by the motor carrier above. If the driver has not been convicted of, or forfeited bond or collateral on account of any violation which must be listed, he/she shall so certify (Section 391.27).

## COMPLETED BY DRIVER – CERTIFICATION OF VIOLATIONS

NAME OF DRIVER (PRINT)	SOCIAL SECURITY NUMBER	EMPLOYMENT DATE
HOME TERMINAL (CITY AND STATE)	DRIVER'S LICENSE NUMBER      STATE	EXPIRATION DATE

I certify that the following is a true and complete list of traffic violations required to be listed (other than those I have provided under Part 383) for which I have been convicted or forfeited bond or collateral during the past 12 months.      No violations. ☐

DATE	OFFENSE	LOCATION	TYPE OF VEHICLE OPERATED

If no violations are listed above, I certify that I have not been convicted nor forfeited bond or collateral on account of any violation (other than those I have provided under Part 383) required to be listed during the past 12 months.

Date of Certification \_\_\_\_\_      Driver's Signature \_\_\_\_\_

## FOR OFFICE USE ONLY

### COMPLETED BY COMPANY REPRESENTATIVE – ANNUAL REVIEW OF DRIVING RECORD

**COMPANY INSTRUCTIONS:** Review the Certification of Violations listed above and other information described in Section 391.25 of the Federal Motor Carrier Safety Regulations. Complete the information requested below.

I have hereby reviewed the driving record of the above named driver in accordance with Section 391.25 and find that he/she (check one):

- ☐ Meets minimum requirements for safe driving      ☐ Is disqualified to drive a motor vehicle pursuant to Section 391.25  
☐ Does not adequately meet satisfactory safe driving performance

Action taken with driver:

Reviewed by: \_\_\_\_\_

Signature	Date
Print Name	Title
Company Name	Company Address



SHOULD YOU DECIDE TO LEAVE EMPLOYMENT WITHIN SIX MONTHS TO ONE YEAR (1 YEAR) OR ARE DISCHARGED FOR CAUSE DURING THIS PERIOD, YOU AGREE TO REIMBURSE THE COMPANY FOR ALL EXPENSES INCURRED IN ESTABLISHING AND MAINTAINING YOUR ELIGIBILITY, INCLUDING, BUT NOT LIMITED TO, ALL COSTS RELATING TO DRUG TESTING, BACKGROUND CHECKS AND MEDICAL EXAMINATIONS. SUCH EXPENSES MAY BE DEDUCTED FROM ANY SUMS DUE TO YOU AT THE TIME OF YOUR LEAVING EMPLOYMENT.

THESE EXPENSES ARE LISTED, BUT NOT LIMITED TO, THE FOLLOWING:

PRE-EMPLOYMENT DRUG TESTING	\$ 75.00
D.O.T. PHYSICAL	\$ 50.00
M.V.R.	\$ 15.00
DRIVERS FILES (COMPLETED)	\$ 20.00
TOTAL	\$160.00

THESE EXPENSES ARE FOR LEASE DRIVERS ONLY:

SPECIAL PERMITS	\$ 75.00
UNIFIED CARRIER REGISTRATION	\$ 80.00
IFTA DECALS	\$ 20.00
DOOR SIGNS	\$ 50.00
TOTAL	\$ 225.00



I, \_\_\_\_\_, UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE REQUIREMENTS AND STATEMENTS AS A CONDITION OF EMPLOYMENT.



SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PUBLISHED BY: MOTOR CARRIER CONSULTANTS, INC  
1350 Dauphin Street (P.O. Box 2264) Mobile, AL 36652-2264  
(251) 433-4111 FAX (251) 433-4323

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## MANDATORY USE FOR ALL ACCOUNT HOLDERS

### IMPORTANT NOTICE REGARDING BACKGROUND REPORTS FROM THE PSP Online Service

1. In connection with your application for employment with \_\_\_\_\_ ("Prospective Employer"), Prospective Employer, its employees, agents or contractors may obtain one or more reports regarding your driving, and safety inspection history from the Federal Motor Carrier Safety Administration (FMCSA).

When the application for employment is submitted in person, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer will provide you with a copy of the report upon which its decision was based and a written summary of your rights under the Fair Credit Reporting Act before taking any final adverse action. If any final adverse action is taken against you based upon your driving history or safety report, the Prospective Employer will notify you that the action has been taken and that the action was based in part or in whole on this report.

When the application for employment is submitted by mail, telephone, computer, or other similar means, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer must provide you within three business days of taking adverse action oral, written or electronic notification: that adverse action has been taken based in whole or in part on information obtained from FMCSA; the name, address, and the toll free telephone number of FMCSA; that the FMCSA did not make the decision to take the adverse action and is unable to provide you the specific reasons why the adverse action was taken; and that you may, upon providing proper identification, request a free copy of the report and may dispute with the FMCSA the accuracy or completeness of any information or report. If you request a copy of a driver record from the Prospective Employer who procured the report, then, within 3 business days of receiving your request, together with proper identification, the Prospective Employer must send or provide to you a copy of your report and a summary of your rights under the Fair Credit Reporting Act.

The Prospective Employer cannot obtain background reports from FMCSA unless you consent in writing.

If you agree that the Prospective Employer may obtain such background reports, please read the following and sign below:

2. I authorize \_\_\_\_\_ ("Prospective Employer") to access the FMCSA Pre-Employment Screening Program (PSP) system to seek information regarding my commercial driving safety record and information regarding my safety inspection history. I understand that I am consenting to the release of safety performance information including crash data from the previous five (5) years and inspection history from the previous three (3) years. I understand and acknowledge that this release of information may assist the Prospective Employer to make a determination regarding my suitability as an employee.

3. I further understand that neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. I understand I may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If I am challenging crash or inspection information reported by a State, FMCSA cannot change or correct this data. I understand my request will be forwarded by the DataQs system to the appropriate State for adjudication.

4. Please note: Any crash or inspection in which you were involved will display on your PSP report. Since the PSP report does not report, or assign, or imply fault, it will include all Commercial Motor Vehicle (CMV) crashes where you were a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, all inspections, with or without violations, appear on the PSP report. State citations associated with FMCSR violations that have been adjudicated by a court of law will also appear, and remain, on a PSP report.

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I have read the above Notice Regarding Background Reports provided to me by Prospective Employer and I understand that if I sign this consent form, Prospective Employer may obtain a report of my crash and inspection history. I hereby authorize Prospective Employer and its employees, authorized agents, and/or affiliates to obtain the information authorized above.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

NOTICE: This form is made available to monthly account holders by NICT on behalf of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA). Account holders are required by federal law to obtain an Applicant's written or electronic consent prior to accessing the Applicant's PSP report. Further, account holders are required by FMCSA to use the language provided in paragraphs 1-4 of this document to obtain a prospective Applicant's consent. The language must be used in whole, exactly as provided. The language may be included with other consent forms or language at the discretion of the account holder, provided the four paragraphs remain intact and the language is unchanged.