

DRIVER APPLICATION

Position desired:

☐ Company Driver

☐ Team with _____

☐ Owner Operator

☐ Driver for Owner Operator:

DATE: _____

Name of O/O: _____

PERSONAL DATA	NAME: _____						
	First		Middle		Last		
	ADDRESS: _____					HOW LONG? _____	
	Street		City	State	Zip		
	LIST ADDRESSES _____					HOW LONG? _____	
	FOR THE PAST Street		City	State	Zip		
	THREE YEARS _____					HOW LONG? _____	
	Street		City	State	Zip		
	HOME PHONE: () _____		SOC. SEC. # _____		DATE OF BIRTH _____		
	CELL PHONE: () _____		EMAIL ADDRESS: _____				
IN CASE OF EMERGENCY, NOTIFY: _____							
		Name	Relationship	Phone No.			
HOW WERE YOU REFERRED TO OUR COMPANY? _____							
CDL	NOTE: The D.O.T. requires that no driver possess more than one license. That license must be issued by the state in which you reside. List all CDL information for licenses issued in the past 3 years.						
	STATE	LICENSE NUMBER	TYPE	ENDORSEMENTS	DATE ISSUED	EXPIRATION DATE	
	_____	_____	_____	_____	_____	_____	
HAVE YOU EVER HAD A DRIVER'S LICENSE REVOKED, SUSPENDED, OR DENIED? YES <input type="checkbox"/> NO <input type="checkbox"/>							
IF YES, WHEN & REASON: _____							
INFORMATION	LIST ALL CONVICTIONS, MOVING VIOLATIONS, TRAFFIC CITATIONS, ACCIDENTS and/or DISQUALIFICATIONS IN PAST 5 YEARS (attach additional sheet if necessary);						
	Date Of Violation	Type Of Violations	Location	Violation/Accident Description	Penalty/ Fine		

	Are you familiar with D.O.T. Safety Regulations as they apply to drivers of commercial vehicles and agree to comply with these regulations upon hire? YES <input type="checkbox"/> NO <input type="checkbox"/>						
	Have you ever been disqualified by a carrier for violating the D.O.T. Safety Regulations YES <input type="checkbox"/> NO <input type="checkbox"/>						
	If yes, Please explain: _____						
	In the past 3 years have you ever tested positive or refused a test on any drug and/or alcohol test? (Including companies applied to, but not worked for)? YES <input type="checkbox"/> NO <input type="checkbox"/>						
	EXPERIENCE	Types of cargo you have hauled?					
		Liquid <input type="checkbox"/> General <input type="checkbox"/> Refrigerated <input type="checkbox"/> Hanging Meat <input type="checkbox"/> Steel <input type="checkbox"/> Other _____					
Have you ever hauled Hazardous Materials? YES <input type="checkbox"/> No <input type="checkbox"/> Type _____							
If so, when were you last certified? _____							
Type of equipment operated?							
Tanker <input type="checkbox"/> Tractor/Trailer <input type="checkbox"/> Van <input type="checkbox"/> Flat <input type="checkbox"/> Straight Truck <input type="checkbox"/> Heavy Equipment <input type="checkbox"/> Other _____							
List any special courses and/or training you have completed that will help you as a driver: _____							

****Attention all Driver Applicants:** All applicants must provide the following information for all companies in which they have been employed/leased to **within the last 10 years**. Failure to provide this information in its entirety may result in either a failure to complete or a delay in completing the qualification process due to our inability to verify previous employment as required by regulation. (Attach separate sheet if necessary)

Please list work history in reverse order, beginning with most recent. **Note: ALL DATES IN THE LAST 10 YEARS MUST BE LISTED.**

If any time is missing, this application will be considered incomplete. If self employed, list type of work performed and any and all carriers leased to during that time. If self-employed or unemployed for any period of time, you will be required to furnish documentation.

PRESENT EMPLOYER:	May we contact? <input type="checkbox"/> YES <input type="checkbox"/> No If no, why? _____
Address: _____ City _____ State _____ Zip _____ Contact Person: _____ Phone: _____ Any accidents with this company? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, describe: _____ Equipment Use: Tractor/Trailer <input type="checkbox"/> YES <input type="checkbox"/> NO? Tanker _____ Flatbed _____ Van _____ Were you subject to the FMCSRs (Federal Motor Carrier Safety Regulations) while employed/leased? <input type="checkbox"/> YES <input type="checkbox"/> NO Was your job designated as a safety-sensitive function in any DOT regulated mode subject to drug and alcohol testing requirements of 49 CFR Part 40? <input type="checkbox"/> YES <input type="checkbox"/> NO	To: MO _____ YR _____ From: MO _____ YR _____ Position Held: _____ Salary/Wage: _____ Reason for Leaving: _____
EMPLOYER:	
Address: _____ City _____ State _____ Zip _____ Contact Person: _____ Phone: _____ Any accidents with this company? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, describe: _____ Equipment Use: Tractor/Trailer <input type="checkbox"/> YES <input type="checkbox"/> NO? Tanker _____ Flatbed _____ Van _____ Were you subject to the FMCSRs (Federal Motor Carrier Safety Regulations) while employed/leased? <input type="checkbox"/> YES <input type="checkbox"/> NO Was your job designated as a safety-sensitive function in any DOT regulated mode subject to drug and alcohol testing requirements of 49 CFR Part 40? <input type="checkbox"/> YES <input type="checkbox"/> NO	To: MO _____ YR _____ From: MO _____ YR _____ Position Held: _____ Salary/Wage: _____ Reason for Leaving: _____
EMPLOYER:	
Address: _____ City _____ State _____ Zip _____ Contact Person: _____ Phone: _____ Any accidents with this company? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, describe: _____ Equipment Use: Tractor/Trailer <input type="checkbox"/> YES <input type="checkbox"/> NO? Tanker _____ Flatbed _____ Van _____ Were you subject to the FMCSRs (Federal Motor Carrier Safety Regulations) while employed/leased? <input type="checkbox"/> YES <input type="checkbox"/> NO Was your job designated as a safety-sensitive function in any DOT regulated mode subject to drug and alcohol testing requirements of 49 CFR Part 40? <input type="checkbox"/> YES <input type="checkbox"/> NO	To: MO _____ YR _____ From: MO _____ YR _____ Position Held: _____ Salary/Wage: _____ Reason for Leaving: _____
EMPLOYER:	
Address: _____ City _____ State _____ Zip _____ Contact Person: _____ Phone: _____ Any accidents with this company? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, describe: _____ Equipment Use: Tractor/Trailer <input type="checkbox"/> YES <input type="checkbox"/> NO? Tanker _____ Flatbed _____ Van _____ Were you subject to the FMCSRs (Federal Motor Carrier Safety Regulations) while employed/leased? <input type="checkbox"/> YES <input type="checkbox"/> NO Was your job designated as a safety-sensitive function in any DOT regulated mode subject to drug and alcohol testing requirements of 49 CFR Part 40? <input type="checkbox"/> YES <input type="checkbox"/> NO	To: MO _____ YR _____ From: MO _____ YR _____ Position Held: _____ Salary/Wage: _____ Reason for Leaving: _____

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 further certify that I am currently qualified (and will maintain qualification) as a commercial vehicle driver, in accordance with all FMCSR regulations. I authorize the prospective carrier to perform any investigation pertinent to the position for which I am applying for (including any information required in parts 382 and 391 of the FMCSR Title 49 Code of Federal Regulations, Driver Information Resource –pre-employment screening program, and any Federal and State criminal records). I hereby release all schools, persons, and companies listed above harmless from any and all liability or damages for providing requested information.

Applicant Signature: _____ Date: _____

EMPLOYMENT HISTORY CON'T

EMPLOYER:

Address: _____
City _____ State _____ Zip _____
Contact Person: _____ Phone: _____
Any accidents with this company? ☐ YES ☐ NO If yes, describe: _____

Equipment Use: Tractor/Trailer ☐ YES ☐ NO? Tanker _____ Flatbed _____ Van _____
Were you subject to the FMCSRs (Federal Motor Carrier Safety Regulations) while employed/leased?
☐ YES ☐ NO
Was your job designated as a safety-sensitive function in any DOT regulated mode subject to drug and alcohol testing requirements of 49 CFR Part 40? ☐ YES ☐ NO

To: MO ____ YR ____
From: MO ____ YR ____

Position Held: _____

Salary/Wage: _____
Reason for Leaving: _____

EMPLOYER:

Address: _____
City _____ State _____ Zip _____
Contact Person: _____ Phone: _____
Any accidents with this company? ☐ YES ☐ NO If yes, describe: _____

Equipment Use: Tractor/Trailer ☐ YES ☐ NO? Tanker _____ Flatbed _____ Van _____
Were you subject to the FMCSRs (Federal Motor Carrier Safety Regulations) while employed/leased?
☐ YES ☐ NO
Was your job designated as a safety-sensitive function in any DOT regulated mode subject to drug and alcohol testing requirements of 49 CFR Part 40? ☐ YES ☐ NO

To: MO ____ YR ____
From: MO ____ YR ____

Position Held: _____

Salary/Wage: _____
Reason for Leaving: _____

EMPLOYER:

Address: _____
City _____ State _____ Zip _____
Contact Person: _____ Phone: _____
Any accidents with this company? ☐ YES ☐ NO If yes, describe: _____

Equipment Use: Tractor/Trailer ☐ YES ☐ NO? Tanker _____ Flatbed _____ Van _____
Were you subject to the FMCSRs (Federal Motor Carrier Safety Regulations) while employed/leased?
☐ YES ☐ NO
Was your job designated as a safety-sensitive function in any DOT regulated mode subject to drug and alcohol testing requirements of 49 CFR Part 40? ☐ YES ☐ NO

To: MO ____ YR ____
From: MO ____ YR ____

Position Held: _____

Salary/Wage: _____
Reason for Leaving: _____

EMPLOYER:

Address: _____
City _____ State _____ Zip _____
Contact Person: _____ Phone: _____
Any accidents with this company? ☐ YES ☐ NO If yes, describe: _____

Equipment Use: Tractor/Trailer ☐ YES ☐ NO? Tanker _____ Flatbed _____ Van _____
Were you subject to the FMCSRs (Federal Motor Carrier Safety Regulations) while employed/leased?
☐ YES ☐ NO
Was your job designated as a safety-sensitive function in any DOT regulated mode subject to drug and alcohol testing requirements of 49 CFR Part 40? ☐ YES ☐ NO

To: MO ____ YR ____
From: MO ____ YR ____

Position Held: _____

Salary/Wage: _____
Reason for Leaving: _____

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 further certify that I am currently qualified (and will maintain qualification) as a commercial vehicle driver, in accordance with all FMCSR regulations. I authorize the prospective carrier to perform any investigation pertinent to the position for which I am applying for (including any information required in parts 382 and 391 of the FMCSR Title 49 Code of Federal Regulations, Driver Information Resource –pre-employment screening program, and any Federal and State criminal records). I hereby release all schools, persons, and companies listed above harmless from any and all liability or damages for providing requested information.

Applicant Signature: _____ Date: _____

EMPLOYER:	
Address: _____ City _____ State _____ Zip _____ Contact Person: _____ Phone: _____ Any accidents with this company? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, describe: _____ Equipment Use: Tractor/Trailer <input type="checkbox"/> YES <input type="checkbox"/> NO? Tanker _____ Flatbed _____ Van _____ Were you subject to the FMCSRs (Federal Motor Carrier Safety Regulations) while employed/leased? <input type="checkbox"/> YES <input type="checkbox"/> NO Was your job designated as a safety-sensitive function in any DOT regulated mode subject to drug and alcohol testing requirements of 49 CFR Part 40? <input type="checkbox"/> YES <input type="checkbox"/> NO	To: MO ____ YR ____ From: MO ____ YR ____ _____ Position Held: _____ _____ Salary/Wage: _____ Reason for Leaving: _____
EMPLOYER:	
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EMPLOYER:	
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Please write in the dates and explanation for any periods that you were not working during the past 10 years.

Rev. 8/25/09

The Kenan Advantage Group

INQUIRY TO PAST EMPLOYERS

To (Previous / Current employer): _____ Date: _____

Applicant Name: _____ SSN: _____

The person named above has applied to this company for employment. Your firm is listed by the applicant as a past employer. Please complete the following items. Please fax the information to:
Fax: (330) 409-2787 or (330) 409-1684 Phone: (800) 969-5419

Kenan Advantage Group Representative _____ **Title:** _____

Dates employed/leased: From: _____ **To:** _____ **Position:** _____

Drug & Alcohol Inquiry

If the above applicant was employed/leased as a driver with your company, Dept. of Transportation regulation 391.21 and 382.405 requires that you provide the following information:

In the past three years, has the above individual ever: **Yes** **No**

Had an alcohol test result with a breath alcohol concentration of 0.04 or greater? _____

Tested positive for a controlled substances test? _____

Refused to submit for an alcohol or controlled substances test? _____

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

Substance Abuse Professional (SAP) Name _____ Telephone Number _____ Date Referred _____

Address _____ City _____ State _____ Zip Code _____

If employed/leased as a driver, what type of equipment was operated: Tractor Trailer _____ Straight Truck _____ Bus _____
Other (specify): _____

Number of accidents: _____ Number preventable: _____ Dates/Details: _____

Was this employee's/lessee's conduct: Satisfactory _____ Average _____ Below Average _____ Poor _____

Why did this employee/lessee leave your company? Resigned _____ Discharged _____ Laid Off _____

Would you re-employ this person? Yes _____ No _____ Please explain: _____

DOT Number: _____

Remarks: _____

Signature of person supplying information _____

Title/Date _____

APPLICANT CONSENT & RELEASE: I, _____ do hereby authorize my previous employers to release and forward all information regarding my alcohol and controlled substances testing (if I was employed/leased as a driver) and all other records of employment including job performances to Kenan Advantage Group 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 the above information.

Applicant Signature/Date _____

Witness Signature/Date _____

PRE-EMPLOYMENT DRUG/ALCOHOL TESTING NOTIFICATION AND CONSENT

I understand as required by Federal Motor Carrier Safety Regulations, 49 CFR Part 382.103, and company policy, all prospective drivers must submit to a controlled substance test involving collection of a urine sample which will be tested for the following controlled substances: marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). I understand I am also subject to regulatory alcohol testing and any other Substance Abuse Testing in accordance with the company policy and/or regulatory requirements.

I understand, if I test positive for use of controlled substances, I am not medically qualified to operate a commercial motor vehicle in interstate commerce. I also understand I will be given a reasonable opportunity to confer with the company's Medical Review Officer before any positive test result is reported to the company. I further understand that once a positive test has been confirmed by the Medical Review Officer, I must at my own expense be evaluated by a Substance Abuse Professional (SAP), submit to any required treatment, and obtain a release by the Substance Abuse Professional prior to operating a commercial motor vehicle in the interstate commerce.

The result of any Substance Abuse test will be maintained by the Medical Review Officer for the company who will report whether the test result was negative or positive to the motor carrier. The Medical Review Officer or the company may also release the result to my examining physician in connection with my DOT required physical. The results will only be released to any additional parties in accordance with the regulations.

***I hereby agree to submit to required Substance Abuse Testing
(drug and/or alcohol).***

Print Applicant's Name: _____

Applicant's Signature: _____

Date: _____

Disclosure that Background Investigation(s) is to be Requested and Background Check Report(s) Prepared and Delivered for Employment Purposes

KENAN ADVANTAGE GROUP, INC. or one of its subsidiaries (the "Company"), through an outside agency, will conduct an investigation of your background, including all or some of the following: your criminal conviction history, consumer credit history, driving/motor vehicle history, employment history, military service, civil litigation history, educational background and achievement history, character, general reputation, personal characteristics and mode of living. This information will be collected from a variety of sources, including individuals such as your current and former employers, co-workers, managers and supervisors; personal and professional references; corporations, partnerships, associations, institutions, schools, governmental agencies and departments; courts, law enforcement and licensing agencies; consumer reporting agencies and other entities and persons who may have such information about you.

This information, once collected and compiled, will constitute a "**consumer credit report**" and/or an "**investigative consumer credit report**" under applicable law. The outside agency the Company presently uses to collect and compile such information (the "Agency") is:

Sterling Infosystems dba Sterling Talent Solutions 6111 Oak Tree Blvd., Independence, Ohio 44131 888-889-5248

ILX Insurance Information Exchange 1716 Briarcrest Drive Suite 200, Bryan, TX 77802 866-560-7015

Samba Safety/ American Driving Records 8814 Horizon Blvd NE, Suite 100, Albuquerque, NM 87113 888-947-2622

HireRight, Inc. 14002 E 21st Street, Suite 1200, Tulsa, OH 74134 866-521-6995

Equifax Verification Services (the Work Number) 11432 Lackland, St. Louis, MO 63146 866-604-5470

DriverFacts 5051 E. Orangethorpe Ave. Suite E265, Anaheim, CA 92807 888-844-4730

This information and resulting report(s) will be delivered to and used by the Company for "**employment purposes**," specifically, for evaluating you for employment with the Company and, if hired by the Company, for later promotion, reassignment, retention or termination of employment.

Upon your request, after a "consumer credit report" and/or an "investigative consumer credit report" is prepared and provided by the Agency, the Agency is required to make available to you the files and the information (with some legal exceptions) that it maintains on you. You may have access to such files and information (with some legal exceptions) during normal business hours and after reasonable advance notice, as follows:

- (1) In person, if you appear in person and furnish proper identification. A copy of your file also will be made available to you for a fee that will not exceed the actual costs of duplication services provided.
- (2) By certified mail, if you make a written request, with proper identification, for copies to be sent to a specified addressee. Note that compliance with such a request by the Agency will shield the Agency from liability in the event that your files are disclosed to unauthorized third parties as a result of the mishandling of such mail after the Agency has been deposited such mail with the U.S. Postal Service.
- (3) A summary of information contained in files on you (with some legal exceptions) will be provided to you by telephone, if you have made a written request, with proper identification for a telephone summary, and the toll charge (if any) for the telephone call is prepaid by you or charged directly to you.

You may be accompanied by one other person of your choosing, provided that such person furnishes reasonable identification to the Agency and, if requested, you give the Agency written permission to discuss/disclose the files and information it maintains on you in such person's presence.

"Proper identification" means information generally deemed sufficient to identify a person such as a valid driver's license, social security account number, military identification card and credit cards. The Agency can require additional information from you concerning your employment and personal or family history in order to verify your identity *only if* you are unable to reasonably identify yourself from a valid driver's license, social security account number, military identification card and credit cards.

The Agency will provide trained personnel to explain information it provides to you, and will provide a written explanation of any coded information contained in the files it maintains on you if such files are provided to you for your visual inspection.

**Authorization to Conduct Background Investigation(s), and to Prepare and
Deliver Background Check Report(s) for Employment Purposes**

As part of my application for employment with KENAN ADVANTAGE GROUP, INC. or any of its subsidiaries (the "Company"), and if hired by the Company, at anytime during my employment with the Company, I authorize the Company to request and receive consumer credit and investigative consumer reports on me, and I authorize Sterling Infosystems dba Sterling Talent Solutions 6111 Oak Tree Blvd., Independence, Ohio 44131, IIX Insurance Information Exchange 1716 Briarcrest Drive Suite 200, Bryan, TX 77802, Samba Safety/ American Driving Records 8814 Horizon Blvd NE, Suite 100, Albuquerque, NM 87113, HireRight, Inc. 14002 E 21st Street, Suite 1200, Tulsa, OH 74134, Equifax Verification Services (the Work Number) 11432 Lackland, St. Louis, MO 63146, DriverFacts 5051 E. Orangethorpe Ave. Suite E265, Anaheim, CA 92807, etc. (the "Agency"), to prepare and deliver to the Company, any and all consumer credit and investigative consumer credit reports on me prepared for the Company per this **Authorization**.

I understand that such reports will consist of all or some of the following information -- my criminal conviction history, consumer credit history, driving/motor vehicle history, Driver Information Resource (pre-employment screening program), employment history, military service, civil litigation history, educational background and achievement history, character, general reputation, personal characteristics and mode of living -- and that such information will be collected from a variety of sources, including individuals such as my current and former employers, co-workers, managers and supervisors; personal and professional references; corporations, partnerships, associations, institutions, schools, governmental agencies and departments; courts, law enforcement and licensing agencies; consumer reporting agencies and other entities and persons who may have such information about me.

I understand that this information will be used by the Company for "employment purposes," specifically, for evaluating me for employment with the Company and, if hired by the Company, for promotion, reassignment and/or for retention or termination of employment. I also understand that such information may be transmitted electronically to the Company, as well as to and from the Agency, and I authorize all such transmissions.

I request that photocopy and facsimile copies of this **Authorization**, signed by me, be used in lieu of, and be accepted as having the same effect as, my original signature on this **Authorization**.

Please respond to each question below:

1. Do you want the Agency to send you a copy of any consumer credit and/or investigative consumer report prepared on you at the same time such report is provided to the Company, to the extent required by applicable law? ☐ YES ☐ NO
2. I have been given a stand-alone, *SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT*: ☐ YES ☐ NO
3. I have been given a stand-alone, *DISCLOSURE THAT BACKGROUND INVESTIGATION(S) IS TO BE REQUESTED AND BACKGROUND CHECK REPORT(S) PREPARED AND DELIVERED FOR EMPLOYMENT PURPOSES*. ☐ YES ☐ NO

Dated: _____
Employee/Applicant Signature

Employee/Applicant Name (Printed) _____

APPLICANT NAME: _____ PHONE#: _____

CDL#: _____ STATE: _____

SSN: _____ DOB: _____

Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you — such as if you pay your bills on time or have filed bankruptcy — to creditors, employers, landlords and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you — such as denying an application for credit, insurance or employment — must tell you, and give you the name, address and phone number of the CRA that provided the consumer report.

You can find out what is in your file. At your request, a CRA must give you the information in your file. You will be required to provide proper identification, which may include your Social Security number. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are also entitled to one free report every twelve months upon request if you certify any of the following:

- you are the victim of identify theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, effective September 2005, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty CRAs - Equifax, Experian, and TransUnion. See www.ftc.gov/credit for additional information.

Otherwise, a CRA may charge you for the report.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs — to which it has provided the data — of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

You can dispute inaccurate items with the source of the information. If you tell anyone — such as a creditor who reports to a CRA — that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

The FCRA gives several different federal agencies authority to enforce the FCRA:

Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA — usually to consider an application with a creditor, insurer, employer, landlord or other business.

Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers or employers without your permission.

You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRA's, creditors and others not listed below	Federal Trade Commission - Consumer Response Center – FCRA Washington, DC 20580 Phone: 877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Officer of the Comptroller of the Currency - Compliance Management, Mail Stop 6-6 Washington, DC 20219 Phone: 800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board - Division of Consumer & Community Affairs Washington, DC 20551 Phone: 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision - Consumer Programs Washington, DC 20552 Phone: 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration - 1775 Duke Street Alexandria, VA 22314 Phone: 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation - Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, MO 64108 Phone: 877-275-3342
Air, surface or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation - Office of Financial Management Washington, DC 20590 Phone: 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture - Office of Deputy Administrator – GIPSA Washington, DC 20250 Phone: 202-720-7051

Federal Motor Carrier Safety Regulations
Subpart C—Background and Character

Please retain for your records

§391.23 Investigation and inquiries

- (a) Except as provided in Subpart G of this part, each motor carrier shall make the following investigations and inquiries with respect to each driver it employs, other than a person who has been a regularly employed driver of the motor carrier for a continuous period which began before January 1, 1971:
- (a)(1) An inquiry into the driver's driving record during the preceding 3 years to the appropriate agency of every State in which the driver held a motor vehicle operator's license or permit during those 3 years; and
- (a)(2) An investigation of the driver's safety performance history with Department of Transportation regulated employers during the preceding three years.
- (b) A copy of the driver record(s) obtained in response to the inquiry or inquiries to each State driver record agency required by paragraph (a)(1) of this section must be placed in the driver qualification file within 30 days of the date the driver's employment begins and be retained in compliance with §391.51. If no driving record exists from the State or States, the motor carrier must document a good faith effort to obtain such information, and certify that no record exists for that driver in that State. The inquiry to the State driver record agencies must be made in the form and manner each agency prescribes.
- (c)(1) Replies to the investigations of the driver's safety performance history required by paragraph (a)(2) of this section, or documentation of good faith efforts to obtain the investigation data, must be placed in the driver investigation history file, after October 29, 2004, within 30 days of the date the driver's employment begins. Any period of time required to exercise the driver's due process rights to review the information received, request a previous employer to correct or include a rebuttal, is separate and apart from this 30-day requirement to document investigation of the driver safety performance history data.
- (c)(2) The investigation may consist of personal interviews, telephone interviews, letters, or any other method for investigating that the carrier deems appropriate. Each motor carrier must make a written record with respect to each previous employer contacted, or good faith efforts to do so. The record must include the previous employer's name and address, the date the previous employer was contacted, or the attempts made, and the information received about the driver from the previous employer. Failures to contact a previous employer, or of them to provide the required safety performance history information, must be documented. The record must be maintained pursuant to §391.53.
- (c)(3) Prospective employers should report failures of previous employers to respond to an investigation to the FMCSA following procedures specified at §386.12 of this chapter and keep a copy of such reports in the Driver Investigation file as part of documenting a good faith effort to obtain the required information.
- (c)(4) *Exception.* For a drivers with no previous employment experience working for a DOT regulated employer during the preceding three years, documentation that no investigation was possible must be placed in the driver history investigation file, after October 29, 2004, within the required 30 days of the date the driver's employment begins.
- (d) The prospective motor carrier must investigate, at a minimum, the information listed in this paragraph from all previous employers of the applicant that employed the driver to operate a CMV within the previous three years. The investigation request must contain specific contact information on where the previous motor carrier employers should send the information requested.
- (d)(1) General driver identification and employment verification information.
- (d)(2) The data elements as specified in §390.15(b)(1) of this chapter for accidents involving the driver that occurred in the three-year period preceding the date of the employment application.
- (d)(2)(i) Any accidents as defined by §390.5 of this chapter.
- (d)(2)(ii) Any accidents the previous employer may wish to provide that are retained pursuant to §390.15(b)(2), or pursuant to the employer's internal policies for retaining more detailed minor accident information.
- (e) In addition to the investigations required by paragraph (d) of this section, the prospective motor carrier employers must investigate the information listed below in this paragraph from all previous DOT regulated employers that employed the driver within the previous three years from the date of the employment application, in a safety- sensitive function that required alcohol and controlled substance testing specified by 49 CFR part 40.
- (e)(1) Whether, within the previous three years, the driver had violated the alcohol and controlled substances prohibitions under subpart B of part 382 of this chapter, or 49 CFR part 40.
- (e)(2) Whether the driver failed to undertake or complete a rehabilitation program prescribed by a substance abuse professional (SAP) pursuant to §382.605 of this chapter, or 49 CFR part 40, subpart Q. If the previous employer does not know this information (e.g., an employer that terminated an employee who tested positive on a drug test), the prospective motor carrier must obtain documentation of the driver's successful completion of the SAP's referral directly from the driver.
- (e)(3) For a driver who had successfully completed a SAP's rehabilitation referral, and remained in the employ of the referring employer, information on whether the driver had the following testing violations subsequent to completion of a §382.605 or 49 CFR part 40, subpart Q referral:
- (e)(3)(i) Alcohol tests with a result of 0.04 or higher alcohol concentration;
- (e)(3)(ii) Verified positive drug tests;
- (e)(3)(iii) Refusals to be tested (including verified adulterated or substituted drug test results).
- (f) A prospective motor carrier employer must provide to the previous employer the driver's written consent meeting the requirements of §40.321(b) for the release of the information in paragraph (e) of this section. If the driver refuses to provide this written consent, the prospective motor carrier employer must not permit the driver to operate a commercial motor vehicle for that motor carrier.
- (g) After October 29, 2004, previous employers must:
- (g)(1) Respond to each request for the DOT defined information in paragraphs (d) and (e) of this section within 30 days after the request is received. If there is no safety performance history information to report for that driver, previous motor carrier employers are nonetheless required to send a response confirming the non-existence of any such data, including the driver identification information and dates of employment.
- (g)(2) Take all precautions reasonably necessary to ensure the accuracy of the records.
- (g)(3) Provide specific contact information in case a driver chooses to contact the previous employer regarding correction or rebuttal of the data.
- (g)(4) Keep a record of each request and the response for one year, including the date, the party to whom it was released, and a summary identifying what was provided.
- (g)(5) *Exception.* Until May 1, 2006, carriers need only provide information for accidents that occurred after April 29, 2003.
- (h) The release of information under this section may take any form that reasonably ensures confidentiality, including letter, facsimile, or e-mail. The previous employer and its agents and insurers must take all precautions reasonably necessary to protect the driver safety performance history records from disclosure to any person not directly involved in forwarding the records, except the previous employer's insurer, except that the previous employer may not provide any alcohol or controlled substances information to the previous employer's insurer.
- (i)(1) The prospective employer must expressly notify drivers with Department of Transportation regulated employment during the preceding three years via the application form or other written document prior to any hiring decision that he or she has the following rights regarding the investigative information that will be provided to the prospective employer pursuant to paragraphs (d) and (e) of this section:
- (i)(1)(i) The right to review information provided by previous employers;
- (i)(1)(ii) The right to have errors in the information corrected by the previous employer and for that previous employer to re-send the corrected information to the prospective employer;
- (i)(1)(iii) The right to have a rebuttal statement attached to the alleged erroneous information, if the previous employer and the driver cannot agree on the accuracy of the information.
- (i)(2) Drivers who have previous Department of Transportation regulated employment history in the preceding three years, and wish to review previous employer-provided investigative information must submit a written request to the prospective employer, which may be done at any time, including when applying, or as late as 30 days after being employed or being notified of denial of employment. The prospective employer must provide this information to the applicant within five (5) business days of receiving the written request. If the prospective employer has not yet received the requested information from the previous employer(s), then the five-business days deadline will begin when the prospective employer receives the requested safety performance history information. If the driver has not arranged to pick up or receive the requested records within thirty (30) days of the prospective employer making them available, the prospective motor carrier may consider the driver to have waived his/her request to review the records.
- (j)(1) Drivers wishing to request correction of erroneous information in records received pursuant to paragraph (i) of this section must send the request for the correction to the previous employer that provided the records to the prospective employer.
- (j)(2) After October 29, 2004, the previous employer must either correct and forward the information to the prospective motor carrier employer, or notify the driver within 15 days of receiving a driver's request to correct the data that it does not agree to correct the data. If the previous employer corrects and forwards the data as requested, that employer must also retain the corrected information as part of the driver's safety performance history record and provide it to subsequent prospective employers when requests for this information are received. If the previous employer corrects the data and forwards it to the prospective motor carrier employer, there is no need to notify the driver.
- (j)(3) Drivers wishing to rebut information in records received pursuant to paragraph (i) of this section must send the rebuttal to the previous employer with instructions to include the rebuttal in that driver's safety performance history.
- (j)(4) After October 29, 2004, within five business days of receiving a rebuttal from a driver, the previous employer must:
- (j)(4)(i) Forward a copy of the rebuttal to the prospective motor carrier employer;
- (j)(4)(ii) Append the rebuttal to the driver's information in the carrier's appropriate file, to be included as part of the response for any subsequent investigating prospective employers for the duration of the three-year data retention requirement.
- (j)(5) The driver may submit a rebuttal initially without a request for correction, or subsequent to a request for correction.
- (j)(6) The driver may report failures of previous employers to correct information or include the driver's rebuttal as part of the safety performance information, to the FMCSA following procedures specified at §386.12.
- (k)(1) The prospective motor carrier employer must use the information described in paragraphs (d) and (e) of this section only as part of deciding whether to hire the driver.
- (k)(2) The prospective motor carrier employer, its agents and insurers must take all precautions reasonably necessary to protect the records from disclosure to any person not directly involved in deciding whether to hire the driver. The prospective motor carrier employer may not provide any alcohol or controlled substances information to the prospective motor carrier employer's insurer.
- (l)(1) No action or proceeding for defamation, invasion of privacy, or interference with a contract that is based on the furnishing or use of information in accordance with this section may be brought against-
- (l)(1)(i) A motor carrier investigating the information, described in paragraphs (d) and (e) of this section, of an individual under consideration for employment as a commercial motor vehicle driver,
- (l)(1)(ii) A person who has provided such information; or
- (l)(1)(iii) The agents or insurers of a person described in paragraph (l)(1)(i) or (ii) of this section, except insurers are not granted a limitation on liability for any alcohol and controlled substance information.
- (l)(2) The protections in paragraph (l)(1) of this section do not apply to persons who knowingly furnish false information, or who are not in compliance with the procedures specified for these investigations.

**IMPORTANT DISCLOSURE
REGARDING BACKGROUND REPORTS FROM THE PSP Online Service**

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.

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. You may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If you challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. Your request will be forwarded by the DataQs system to the appropriate State for adjudication.

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 Federal Motor Carrier Safety Regulations (FMCSR) violations that have been adjudicated by a court of law will also appear, and remain, on a PSP report.

The Prospective Employer cannot obtain background reports from FMCSA without your authorization.

AUTHORIZATION

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

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 authorizing 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.

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 challenge 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.

I understand that any crash or inspection in which I was involved will display on my PSP report. Since the PSP report does not report, or assign, or imply fault, I acknowledge it will include all CMV crashes where I was a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, I understand all inspections, with or without violations, will appear on my PSP report, and State citations associated with FMCSR violations that have been adjudicated by a court of law will also appear, and remain, on my PSP report.

I have read the above Disclosure Regarding Background Reports provided to me by Prospective Employer and I understand that if I sign this Disclosure and Authorization, 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)**

Please complete this form if you currently hold, or have ever held, a WA driver's license

RELEASE OF INTEREST

Employee / Prospective Employee / Volunteer organization

_____ is an agent or acting as agent on behalf of a
Contractor name

Subscriber for employment purposes or is an employee, prospective employee, or volunteer organization.

This is an authorization of:

1. Employee for release of abstract of driving records for employment purposes, at my employer's discretion for the full term of my employment; or
2. Prospective employee for release of abstract of driving record for employment purposes, not to exceed thirty (30) days from date signed; or
3. Volunteer for the release of abstract record for which the volunteer has submitted an application for a position that would require driving by the volunteer at the direction of the volunteer organization.

I, _____, am an employee, prospective employee, or volunteer of the
Employee/Prospective Employee/Volunteer Name
company named above and I request a copy of my official Driving Record in the state of Washington be released to my employer, prospective employer, or volunteer organization or their agent.



PRINT OR TYPE Employee/Prospective employee/Volunteer Full Name (First, Middle, Last)	WA driver license number or date of birth
Employee/prospective employee/Volunteer signature X	Date Signed

The Subscriber listed below agrees to, and shall indemnify and hold harmless the state of Washington, Department of License (DOL), the Director of DOL, and all DOL employees from any and all suits at law or equity, and from any and all claims, demands or loss of any nature, including but not limited to all costs and attorney's fees, arising from any incorrect or improper disclosure of individual names or addresses under this "Certification of Use;" any defects in any of Subscriber's procedures followed or omitted or arising from the failure of Subscriber or its officers, employees, customers, contractors or agents to fulfill any of its obligations under this Contract; or arising in any manner from any negligent act or omission by Subscriber or its officers, employees, customers, contractors or agents.

I hereby certify:

1. The company named below is an employer, prospective employer, or volunteer organization of the above-named individual.
2. That the information contained in the abstracts of driver records obtained from DOL shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130. No information contained therein will be divulged, sold, assigned, or otherwise transferred to any third person or party. The abstracts of driver records shall be used exclusively for:

I affirm that I am a representative authorized to bind the Subscriber named below.

Contractor/Subscriber name	
Address 4366 Mt Pleasant ST. N.W. North Canton, Ohio 44720	
Authorized representative name	Title

Date and Place Signed

X _____
Authorized representative signature

NOTE: The employer or prospective employer must maintain this record for a period of not less than two (2) years from the date of the most recent request. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.