

# DRIVER APPLICATION **DATA Entry Form**

Driver Name	
DL#	
Туре	
Pro of Issue	
DL Expiry	
Date SIN Card	
Todays Date	
Date of Birth	



# **Instructions and Acknowledgement**

#### **Instructions**

- 1. Fill all fields, do not leave any field blank. Write NA if not applicable.
- 2. Use Blue ink pen. Do not use red ink.
- 3. Provide a minimum of three years residential address history. If in Canada for less than three years, write "migrated to Canada" in place of the address.
- 4. Provide a minimum of three years employment history. If driving a commercial vehicle longer than three years provide Ten years job history. If in Canada for less than three years, write "migrated to Canada" as previous employer.

## Acknowledgement

- 1. I understand that filling this application and subsequent acceptance does not make me an employee of SSP Truck Line or any of its subsidiaries.
- 2. If my application is accepted, I will be working with SSP Truck Line. as a sub-contractor providing driving services

			/	/
Driver Name	Signature	DD	MM	YYYY

3. All the information provided is true to the best of my knowledge and belief.



## **Application Form**

(For Services under subcontract)

without regard to race, color, religion, sex, national origin, age, marital status, or non-job related disabilities. Please answer all questions. If the answer to any question is "No" or "None", do not leave the item blank, write "No" or "None". If a question does not apply to you write "NA". Position(s) Applied for: S.I.N Number \_\_\_\_-\_\_\_\_\_/\_\_\_\_Can you provide proof of age? \_\_\_\_\_ Date of Birth Current & previous three year addresses Current: \_\_\_ Address Sate/Pro Postal Code From \_\_\_\_\_To\_\_\_mm/yyyy Previous: City Sate/Pro Postal Code From To mm/yyyy mm/yyyy Previous \_ Address City Sate/Pro Phone: Home Cell \_\_\_\_\_ E Mail Adress: Person to be contacted in an emergency (PRINT): Name: \_\_\_\_\_\_ Tel: \_\_\_\_\_ Do you have the legal right to work in Canada? Have you ever worked (Under Sub-contractor) with this company previously? Yes | No. | To\_\_\_\_\_ Rate of Pay\_\_\_\_\_ Position \_\_\_\_\_ If Yes Dates: From\_\_\_\_ Reason for leaving \_\_\_\_\_ Are you currently employed? \_\_\_\_ Who referred you to us? \_\_\_\_ Rate of pay expected \_\_\_\_ Are you available for trips to Western Canada? Do you have a FAST Card? NO YES. If yes, Card No. Is there any reason you might be unable to perform the functions of the job (Under Sub-contractor) for which you have applied? If yes, please explain below



# EMPLOYMENT RECORD Remember to list all and explain gaps in the employment.

The Federal Motor Carrier Safety Regulations (49CFR391.21) require that all applicants wishing to drive a commercial vehicle list all employment for the last two (2) years. In addition, if you have driven a commercial vehicle previously, you must provide employment history for an additional eight (8) years for a total of ten (10) years. Any gaps in employment must be explained.

Start with the last or current position, including any military experience, and work back (Attach separate sheet if necessary.) You are required to list the complete mailing address: street number, city, state and zip code.

Current Employer:			Su	ipervisor's Name:	
Address:		City:		_ Postal Code:	State:
Phone: ( )	_ Phone 2: ( )			Email: ( )	
Position Held:	From	To	·	Salary:	
Reason for Leaving:					
Were you subject to the FMCSR While	Employed				$\Box$ YES $\Box$ NO
Was your job designated as a safety sen of 49 CFR part 40.				eject to the drug and al	cohol testing requirement  YES NO
Previous Employer:			S	upervisor's Name:	
Address:Phone: ( )	Phone 2: ( )	City:		Postal Code:	State:
Position Held:Reason for Leaving:					
Were you subject to the FMCSR While					 □YES □NO
Was your job designated as a safety sen of 49 CFR part 40.	• •	in any DOT reg	gulated mode sub	ject to the drug and al	
Previous Employer:			S	upervisor's Name:	
Address:Phone: ( )	Phone 2: ( )	City:		Postal Code: Email: ( )	State:
Position Held:		To	<del>-</del>	Salary:	
Reason for Leaving:		Mo. /Yr.	Mo. /Y	r.	
Were you subject to the FMCSR While					□YES □NO
Was your job designated as a safety sen of 49 CFR part 40.	sitive function	in any DOT reg	gulated mode sub	eject to the drug and al	cohol testing requirement  State of the stat
Previous Employer:			S	upervisor's Name:	
Address:Phone: ( )					State:
Position Held:					
Reason for Leaving:		Mo. /Yr.	Mo. /Y	r. 	
Were you subject to the FMCSR While					DVEG DNO
	Employed				$\square$ YES $\square$ NO



# Accident records for the past three years

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## To be read and signed by the applicant

This certifies that I all entries and all inform I authorize SSP Truckline employment, financial or (Generally inquiries regar release employers, school in connection with my ap In the case of acceptance may result in cancellation	nation provided is es, and any of its e medical history and ding medical history, health care provplication.  as Sub-contractor,	mployees and affiliates to d other related matters as bry will be made only and riders and other persons for I understand that false an	o make such may be nec if a condition rom all liab	i investigessary in onal offeility in re	arriving at an er of employm esponding inq mation given i	quiries employent has uiries a	on my pe yment de been ext nd releas	ersonal, cision. ended). I hereby ing information n or interview(s)
Driver Signatures						DD	MM	YYYY
MOTOR CARRIER IN	CTDIICTIONS, 7			-		Priver	License	hicle Driver's Requirements
MOTOR CARRIER IN foreign commerce and op materials that require place	erates a vehicle w							
The requirements in Part materials that require place		driver who operates a ve	hicle weigh	ing 10,0	001 pounds or	more, c	an transp	ort hazardous
<b>DRIVER REQUIREME</b> Requirements for the driv					egulations cor	ntain so	me	
license. If you currently hat the states that issu	ave more than one li ed them. DESTROY as been lost, stolen,	E: You, as a commercial veh cense, you should keep the l /ING a license does not clos or destroyed, you should clo	icense from se the record	your state	e of residence a ate that issued in	nd retur t; you m	n the addi	tional licenses to the state. If a
392.42 and 383.33 revocation or susp (other than parkin violation occurs in	B of the Federal Mot bension of your drive g), you must report in a state other than the	SUSPENSION, REVOCA' or Carrier Safety Regulation or's license. In addition, Sect to your employing motor one one which issued your lice	s require that tion 383.31re carrier and the ense). The new	t you not equires the e state the otification	ify your employ at any time you at issued your l n to both the en	ver the n violate icense w ployer	a state or vithin 30 dand state 1	local traffic law lays (if the must be in writing.
<b>Driver Certification</b> possess:	: I certify that I ha	ve read and understood the	ne above red	quiremer	nts. The follow	ving lic	ense is th	ie only one I
Driver's License No		State/Pro	Type: <u>/</u>	AZ_	Exp. Date_	DD	_/	/
							/	/
Driver Name		Driver Signar	tures			DD	MM	YYYY
		Process 1	Record					
Applicant Hired:	$\square$ YES	$\square$ NO		Date of	f Hiring			
Termination:	RESIGNED	☐ TERMINATED		Date of	f Release			



# DRIVER'S RIGHTS PERTAINING TO RELEASE OF DRIVER INFORMATION UNDER REGULATIONA 391.23

Motor carriers have the responsibility to make the following investigations and inquiries with respect to each driver employed, other than a person who has been a regularly employed driver of 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 three years to the appropriate agency of every State in which the driver held a motor vehicle operator's license or permit during those three years.
- \*(a)(2) an investigation of the driver's employment record 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 as required 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.
- \*(c) Replies to the investigations of the driver's safety performance history must be placed in the Driver Investigation History File within 30 days of the date the driver's employment begins. This goes into effect after October 29, 2004.
- \*(d) Prospective motor carrier must investigate the information from all previous employers of the applicant that employed the driver to operate a CMV within the previous three years. This information must cover general driver identification and employment verification information, data elements as specified in 390.15 for accident involving the driver that occurred in the three-year period preceding the date of employment application and any accidents the previous employer may wish to provide.
- \*(e) Prospective motor carrier must investigate the information from all previous DOT regulated employers that employed the driver within the previous three years from the date of the employment application an a safety sensitive function that required alcohol and controlled substance testing specified by 49 CFR Part 40.

#### **Drivers have the following rights:**

- 1. The right to review information provided by previous employers.
- 2. The right to have errors in the information corrected by the previous employer and for that previous employer to resend the corrected information to the prospective employer.
- 3. The right to have a rebuttal statement attached to the alleged erroneous information, if the previous employer and driver cannot agree on the accuracy of the information.

Drivers who wish to review previous employer-provided investigative information must submit a written request to the prospective employer when applying or as late as 30 days after employed or being notified of denial of employment. The prospective employer must provide this information to the applicant within 5 business days of receiving the written request. If the driver has not arranged to pick up or receive the requested records within 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.

Drivers wishing to request correction of erroneous information in records must request for the correction to the previous employer that provided the records. 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 the driver's request to correct the data that does not agree to correct the data. Drivers wishing to rebut information in records must send the rebuttal to the previous employer with instruction to include the rebuttal in the driver's Safety Performance History.

I acknowledge that I have read and understood the o	contents of the document.			
Driver Name	Signatures	/ DD	/ MM	/



# Pre-Employment Drug/Alcohol Testing Consent Release Form

	hereby consent to submit to a consent to submit to a consent as shall be determined by the consent applicants for employment.		
specimen or specimens so collected the policy, and for the laboratory of	rmission to have the Company and/or to a laboratory for a screening test for r other testing facility to release any a reby authorize the release of the results	the presence of any prohil and all documentation relat	bited substances under ing to such test to the
I understand that it is the current use	e of illegal drugs that would prohibit m	e from being employed at	this Company.
_	Company and its agents and physician ting, and use of the information from employment.		-
I further agree that a reproduced cop as the original.	by of this pre-employment consent and	release form shall have the	same force and effect
	and fully understand its contents. I ac y part and that I have not been coerced		
operating in the Unites States were revised. does require that a Canadian driver must coand that a medical fitness report is complete  I,	Medical Declaration  Motor Carrier Safety Regulations medical required I acknowledge there is no requirement for a comply with the medical requirements of the provided on the frequency by license issuing province certify that under the new revisions of the provided to operate a commercial motor vehicle cory or clinical diagnosis of diabetes mellitus curvey or clinical diagnosis of epilepsy.  Descrives a forced whispered voice in the better is calibrated to American National Standard (for could my medical status change, and if any of the mimercial motor vehicle in the United States.	rements for Canadian drivers of mpleted United States medical fixince in which their commercial of the medical requirement to operate by any of the following:  arrently requiring insulin for continuous at not less than 5 feet with our merly ASA Standard) Z24.5-19	itness report. This revision driver's license is issued e a commercial motor trol (administered by r without use of a hearing 51.
SIN #:	G:	/_	/
	Signatures	DD	MM YYYY
WITNESS:		/	/
	Signatures	DD	MM YYYY



# **Pre-Employment Employee's Alcohol and Drug Test Statement**

Sec. 40.25 (j) As the employer, you must also ask the employee whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years. If the employee admits that he or she had a positive test or a refusal to test, you must not use the employee to perform safety sensitive functions for you, until and unless the employee documents successful completion of the return-to-duty process. (see Sec. 40.25(b)(5) and (e))

Driver Name:	er Name:			ense #		State/Pro	Type: _	<u>AZ</u>
The prospecti	ve employee is required	d by Sec. 40.25(j) to	respond to the fol	lowing questions.				
1)	Have you ever tested applied for, but did no past two years?	•				-		-
	pust two years.	Check one:	YES	NO				
2)	If you answered YES,	can you provide/ol	btain proof that you	ı've successfully com	pleted the DOT 1	return-to-duty re	equirements?	?
		Check one:	YES	NO				
		Appli	cant Drug	Testing No	tice			
Alcohol and Reasonable 3 In the event urine samples acknowledge Test samples processing. A physician. Pedrug test and may have the within two d The offer of for at least to is limited to	Substance abuse by it Substance Policy, con Suspicion Drug Testi of Reasonable Suspice to The Modesto Beement and consent or as will be sent to an in All test results will the ositive test results will for the confirmation to exame sample sent to ays of being advised employment will be welve months from the individuals who have that if I receive an orang screen.	entinued employming.  Sion testing, employments  E-appointed medicular and	contingent by each call staff for the drand/or alcohol test al Institute of Draterpreted by a Moy a gas chromatog result. If an emple d lab to be tested result. Is positive. If you drug test. All drato know.	ed to sign an acknowing test and/or submit will be treated the ag Abuse (NIDA)-codesto Bee - appoint graphy/mass spectro loyee disagrees with at his or her own expectation of the street positive, you wantesting records a	wledgement and it to a breath ar same as a positivertified medical ted, Medical Resometry the comparation of the confirmed properse. This requires the confideration of the confi	d consent form nalyzer test. Re- tive result. Il clinic or labo eview Official of pany will pay positive test res quest must be re- tible to reapply ential. Access t	erating with a and to pro- efusal to signatory for (MRO)-cer the cost of ult, the emplied in writh with the Cost of such info	ovide a gn the rtified the first ployee iting company or mation
Driver Nan	ne		Driver Signa	atures		DD MM	YYYY	_



## Alcohol and Drug Employee's Certified Receipt

This is to certify that I have been provided educational materials required by §382.601 and my employer's policies and procedures with respect to meeting the Part 382 requirements. The materials include detailed discussion of the following checked items: 1. The designated person to answer questions about the materials 2. The categories of drivers subject to Part 382 ✓ 3. Sufficient information about the safety-sensitive functions and periods of the workday that compliance is required 4. Specific information concerning prohibited driver conduct ✓ 5. Circumstances under which a driver will be tested ✓ 6. Test procedures, driver protection and integrity of testing processes, and safeguarding the validity of the test 7. The requirement that tests are administered in accordance with Part 382 ✓ 8. An explanation of what will be considered a refusal to submit to a test and the consequences ✓ 9. The consequences of Part 382 Subpart B violations including removal from safety-sensitive functions and Part40 Subpart O procedures 10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04 ✓ 11. Information on the effects of alcohol and controlled substances use on: - An individual's health - Signs and symptoms of a problem - Work -personal life - Available methods of intervening when a problem is suspected 12. Optional information: \_\_\_ Driver Name **Driver Signatures** WITNESS: Signatures **Conveyance Security – Trailer Seal Procedure** Following procedure must be followed at all times ab all drivers. These procedures are in accordance with C-TPAT regulations for loads going to USA. As a driver for SSP Truck Line. it is your responsibility to understand and follow these procedures at all times. A high security seal that meets or exceeds ISO PAS 17712 must be affixed to all the trailers crossing international borders. Drivers are responsible to verify that such a seal has been placed on the trailer by the shipper. If shipper has not put the required seal on the trailer, the driver must immediately contact the dispatch and place required seal on the trailer. The seal number must be recorded on the bill of sale. Under no circumstances is a driver allowed to remove or tamper with the seal once affixed on the trailer. However driver should verify the integrity of the seal by tugging or twisting the seal. The driver is to make sure that during the process it SHOULD NOT BREAK. Drivers are responsible to ensure that the required seal is in place and is intact. If the seal shows signs of tampering, dispatch is to be informed immediately. If the seal is removed during the transit to the border even by government officials, a second seal must be placed on the trailer. The second seal number must be recorded on the bill of Lading. The official is authenticate the change of the deal number by signing and putting stamp on the bill of lading. The process is to be communicated to the dispatch as soon as possible. By signing this document the driver confirms having read and understood the above procedure and assures his commitment to ensure its following at all times. Driver Name **Driver Signatures** Certificate: Certified that contents of this whole document were explained to the prospective driver who acknowledges to have understood. **Driver Name** Signatures



## **Pre Employment Competency Test**

#### **Driving/HOS**

- 1. According to FMCSA, you may not drive for more than:
  - a. 11 Hours
  - b. After being on duty for 14 hours
  - After being on duty for more than 8 hours following continuous 10 hours off duty
  - d. All of the above
- According to FMCSA, you may not work for more than \_\_\_\_ hrs in 8 days:
  - a. 70 Hours
  - b. 120 Hours
  - c. 11 hours
  - d. 500 miles round trip
- 3. After 11 hours of driving time you must
  - a. Stop working and go home
  - b. Can work 5 more hours
  - c. Get 10 consecutive hours of rest before driving again
  - d All of the above
- 4. In Canada you may have two extra hours of driving time in addition to the 14 hours shift rule if
  - Weather/driving conditions interfere with the ability to perform duties within 11 hours of and you could not foresee them before you set out
  - b. You use the split-breaking option
  - You get 6 consecutive hours of rest between driving periods
  - d. All of the above
- 5. During pre-trip inspection you must show that the
  - a. The vehicle is safe to drive
  - b. The vehicle is newer than 4 years
  - c. You are competent and have no alcohol in the system
- 6. During the pre-trip inspection you will
  - Sit in the truck and drive around talking about your expertise
  - b. Take a computerized test about truck driving
  - Walk around the vehicle and point to or touch each item and explain to the examiner what you are checking and why
- During pre-trip inspection the mirror and windscreen should be checked for
  - a. Proper alignment
  - b. Stickers
  - c. Cleanliness, obstruction and damage
- 8. What is meant by C-TPAT
  - a. Canadian Transportation Participation Against Terrorism
  - b. Customs Trade Partnership Against Terrorism
  - c. Canadian Trade Partnership Against Terrorism

- Customs Trade Partnership And Transportation While doing trailer inspection which of the following should make you suspicious
  - a. Abnormal noise while knocking the door
  - b. Fresh paint on any component
  - c. Glue on tire
  - d. All of the above
- 10. If a driver finds trailers seal broken at a truck stop he must
  - a. Report to dispatch immediately
  - b. Re-inspect his equipment for any suspicious behavior
  - c. Should put another seal and continue
  - d. All of the above
- When a driver receives notice of license or permit revocation, suspension he must
  - a. Notify the carrier within 72 hours
  - b. Notify the carrier within a week
  - c. Notify the carrier immediately
  - d. Take no action since the carrier will get notification
- 12. The maximum gross weight a tandem combination is permitted in the US
  - a. 90000 Lbs
  - b. 84000 Lbs
  - c. 80000 Lbs
  - d. 15000 Lbs per axle
- You may reset your 70 hour cycle by having at-least ---- hours off duty
  - a. 10
  - b. 24
  - c. 32
  - d. 36
- If you are inspected and put OOS at a road side inspection for any reason you must
  - Accurately log the event in your book and continue your trip
  - b. Not leave the inspection station until you have accumulated enough hours to drive again
  - c. Inform your carrier of the incident.
  - d. All of the above
- 15. A driver may not drive faster than the posted speed limit
  - Unless the driver is sick and must complete the run quickly to see a doctor
  - b. At any time
  - c. During the day as you can see things clearly
  - d. Unless the driver is late and is making for the time lost
- 16. Empty trailer crossing border do not require bolt seal
  - a. True
  - b. False

### **Security**

- When should an inspection be completed
  - a. Any time during the trip
  - b. Pre and Post trip
  - c. Before you reach the border
  - d. If dispatch asks you to do
- What should you do if you find an un-authorized person on the premises
  - a. Call the police
  - b. Call dispatch
  - c. Talk to persond. Don't do anything
- 3. Who should be putting the seal on the trailer
  - a. Anyone
  - b. Dispatch

- c. Shipper
- d. Security Guard
- Who should be contacted if you detect tampering on your truck or trailer
  - a. Call the other driver who is senior in the company
  - b. Call police
  - c. Go to border and tell customs
  - d. Call dispatch
    What kind of seal should be put on trailer
    - a. Plasticb. Bolt
    - c. Metal
    - d. Certified ISA PAS 17712 seals

**Driver Name** 

Signatures



## ACKNOWLEDGEMENT

I	confirm that I work for	, a company
(Driver Name)	(Contractor's Comparuck Line. and hauls loads for SSP Truck Line. I understan	ny Name)
	is responsible for all my compensations for	all the work that I do while hauling
(Contractor's Company Natloads for SSP Truck Line.	me)	
	ine. or any of its affiliates or employees is not responsible and that I absolve (Contractor's Company Name)	
Transport Inc. its affiliates with	and employees of any compensation dispute(s) that might	arise out of rate/miles disagreement
	·	
Driver Name	Signatures	DD MM YYYY
through their insurance	confirm that I was offered accidental ben company/broker which I have declined. It is fulliate companies and employees of any claim what so ever it	efit insurance by SSP Truck Line. rther confirmed that I exonerate
	idental benefit insurance at my own.  priate coverage in regards to accidental benefit insurance	
Driver Name	Driver Signatures	DD MM YYYY