



INSTRUCTIONS TO DRIVERS

1. Complete the application
 - a. Make sure to include **TEN YEARS** of previous employment history. If you do not have ten years of experience, list the appropriate information (In school, unemployed, etc.). **There may not be any gaps in this time-frame.**
 - b. Double check that you have included a good phone number, so we may reach you with further instructions.
2. If you have an Alaskan CDL, ask Frank Torrez for a release, so we can run your motor vehicle record.
3. Complete the PSP Release
4. Complete the top section only of the Safety Performance History Release.
5. Give Frank Torrez your:
 - a. completed paperwork
 - b. CDL
 - c. social security card
 - d. medical card
 - e. long-form physical. H&S Transportation LP requires a copy of your long form physical. If you don't have one, you can get a copy by contacting whoever performed it or take a new physical. We must have this documentation before you proceed into orientation.
6. Take the pre-employment drug screen (and physical, if needed)
7. Complete the remaining paperwork and submit to the Frank Torrez.
8. You will receive a few documents at this time and in orientation for your personal reference.

Frank Torrez will contact you to schedule an orientation date once the required background checks and drug test results have arrived.



1475 CR 336
Palestine, Texas 75803
903-584-3113 (Office)
903-584-3114 (Fax)

DRIVER'S APPLICATION FOR EMPLOYMENT

DATE: _____

APPLICANT NAME: _____

In compliance with federal and state equal employment opportunities laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability or any other protected group status.

AUTHORIZATION: I authorize you to make such investigations of my personal, employment, financial, criminal, regulatory or 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 personnel 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 understand, also, that I am required to abide by all rules and regulations of H&S Transportation LP.

DRIVER'S RIGHTS. I acknowledge that H&S Transportation LP has provided me with written instructions regarding my rights as defined in Part 391.23 (i)-(j) of the Federal Motor Carrier Safety Regulations. I have reviewed these materials which include information on the following:

- Right to Review Information
- Right to Correct Corrections
- Right to Rebut Information

APPLICANT TO COMPLETE

Position Applied for: Commercial Truck Driver Social Security Number: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: _____ (required for commercial drivers)

Can you provide proof of age? Yes No

List your address for the past THREE years.

Current Address: _____ City: _____ State: ____ Zip _____

How Long? _____ Cell Phone: _____ Home Phone: _____

Previous Address: _____ City: _____ State: ____ Zip _____

Email Address: _____

Have you worked for this company before: Yes No

If yes, dates: From: _____ To: _____

Rate of pay: \$ _____ Position: _____ Reason for Leaving: _____

Are you employed now? Yes No If not, date of separation: _____

Who referred you? _____ Expected rate of pay? \$ _____

Have you ever been bonded? Yes No

Name of bonding company: _____

Do you have the legal right to work in the United States? Yes No

Have you ever been convicted of a felony? Yes No

Are you on probation at this time? Yes No Charge: _____

Can you cross state lines? Yes No

Is there any reason you might be unable to perform the functions of the job for which you have applied?

Yes No

If yes, explain _____

EMPLOYMENT HISTORY

All driver applicants to drive in interstate commerce must provide the following information on all employers during the preceding three years. Be sure to list complete mailing address, street number, city, state and zip code.

Applicants to drive a commercial motor vehicle in intrastate or interstate commerce shall also provide an additional seven years information on those employers for whom the applicant operated such vehicle:

NOTE: List employers in reverse order, starting with the most recent.

NO GAPS IN TEN YEAR HISTORY

Employer Name: _____ Dates of Employment: _____ to _____

Address: _____ Position Held: _____

City: _____ State: _____ Zip: _____ Salary: _____

Contact Person: _____ Phone Number: _____

Were you subject to the FMCSRs while you were employed? Yes No

Was your job designated as a safety-sensitive function in any DOT-regulated mode, subject to the drug and alcohol testing requirements of 49CFR Part 40? Yes No

Employer Name: _____ Dates of Employment: _____ to _____

Address: _____ Position Held: _____

City: _____ State: _____ Zip: _____ Salary: _____

Contact Person: _____ Phone Number: _____

Were you subject to the FMCSRs while you were employed? Yes No

Was your job designated as a safety-sensitive function in any DOT-regulated mode, subject to the drug and alcohol testing requirements of 49CFR Part 40? Yes No

Employer Name: _____ Dates of Employment: _____ to _____

Address: _____ Position Held: _____

City: _____ State: _____ Zip: _____ Salary: _____

Contact Person: _____ Phone Number: _____

Were you subject to the FMCSRs while you were employed? Yes No

Was your job designated as a safety-sensitive function in any DOT-regulated mode, subject to the drug and alcohol testing requirements of 49CFR Part 40? Yes No

Employer Name: _____ Dates of Employment: _____ to _____
Address: _____ Position Held: _____
City: _____ State: _____ Zip: _____ Salary: _____
Contact Person: _____ Phone Number: _____
Were you subject to the FMCSRs while you were employed? Yes No
Was your job designated as a safety-sensitive function in any DOT-regulated mode, subject to the drug and alcohol testing requirements of 49CFR Part 40? Yes No

Employer Name: _____ Dates of Employment: _____ to _____
Address: _____ Position Held: _____
City: _____ State: _____ Zip: _____ Salary: _____
Contact Person: _____ Phone Number: _____
Were you subject to the FMCSRs while you were employed? Yes No
Was your job designated as a safety-sensitive function in any DOT-regulated mode, subject to the drug and alcohol testing requirements of 49CFR Part 40? Yes No

Employer Name: _____ Dates of Employment: _____ to _____
Address: _____ Position Held: _____
City: _____ State: _____ Zip: _____ Salary: _____
Contact Person: _____ Phone Number: _____
Were you subject to the FMCSRs while you were employed? Yes No
Was your job designated as a safety-sensitive function in any DOT-regulated mode, subject to the drug and alcohol testing requirements of 49CFR Part 40? Yes No

Employer Name: _____ Dates of Employment: _____ to _____
Address: _____ Position Held: _____
City: _____ State: _____ Zip: _____ Salary: _____
Contact Person: _____ Phone Number: _____
Were you subject to the FMCSRs while you were employed? Yes No
Was your job designated as a safety-sensitive function in any DOT-regulated mode, subject to the drug and alcohol testing requirements of 49CFR Part 40? Yes No

ACCIDENT RECORD for past three years
 (Attach additional sheet if more space is required). If none, write none.

	Date	Nature of Accident	Fatalities	Injuries	Haz-Mat Spill
Last Accident					
Next Previous					
Next Previous					

TRAFFIC CONVICTIONS for past three years, other than parking violations
 (Attach additional sheet if more space is required). If none, write none.

Date	Location	Charge	Penalty

EXPERIENCE AND QUALIFICATIONS – DRIVER

	State	License Number	Type	Expiration
Driver				
Endorsements				

- A. Have you ever been denied a license, permit or privilege to operate a motor vehicle?
 B. Has nay license, permit or privilege ever been suspended or revoked?

If the answer to either A or B is yes, give details below.

DRIVING EXPERIENCE (check yes or no)

Class of Equipment	Yes or No	Equipment Type	Dates		Approx. Number Of Miles
			From	To	
Straight Truck					
Tractor and Semi-Trailer					
Trailer – Two Trailers					
Motor Coach / School Bus – 8					
Motor Coach / School Bus – 15+					

List states/regions operated in for the last five years: _____

List any safe driving awards you've earned: _____

Total years of commercial driving experience: _____

EXPERIENCE AND QUALIFICATIONS – OTHER

Show any trucking, transportation or other experience that may help in your work for this company:

List courses and training other than shown elsewhere in the application:

List special equipment or technical materials you can work with (other than already shown)

EDUCATION

Last school attended and location: (City and State) _____

Highest grade completed: _____

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.

Applicant's Signature: _____

Date: _____



PSP On-line Service

In connection with your application for employment with H&S Transportation LP ("Prospective Employer"). H&S Transportation LP, 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 H&S Transportation LP uses any information it obtains from FMCSA in a decision to not hire you or make any other adverse employment decision regarding you, H&S Transportation LP will provide you with a copy of the report 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, H&S Transportation LP 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 is submitted by mail, telephone, computer or other similar means, if H&S Transportation LP uses any information it obtains from FMCSA in a decision not to hire you or to make any other adverse employment decision regarding you, H&S Transportation LP 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 toll free 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 H&S Transportation LP who procured the report, then, within 3 business days of receiving your request, together with proper identification, H&S Transportation LP must send or provide to you a copy of your report and a summary of your rights under the Fair Credit Reporting Act.

H&S Transportation cannot obtain background report from FMCSA unless you consent in writing.

I authorize H&S Transportation LP ("Prospective Employer") to access the FMCSA Pre-Employment Screening Program (PSP) system to see information regarding my commercial driving safety records and information regarding my safety inspection history. I understand and 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.

I further understand that neither H&S Transportation LP 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 <http://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.

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.

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

Date: _____

Signature _____

Name (please print) _____

Printed Name



1475 ACR 336, Palestine, Texas 75803

903-584-3113; 903-584-3114 fax

SAFETY PERFORMANCE HISTORY INVESTIGATION

TO BE COMPLETED BY DRIVER APPLICANT: *As the applicant, my signature authorizes you, as my previous employer to release the information requested below to H&S Transportation LP, my prospective employer / lessor.*

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____ SSN: _____ - _____ - _____

TO BE COMPLETED BY PREVIOUS EMPLOYER: FMCSA regulations require this SPH investigation. Please complete the requested information, using additional paper if necessary. If you have no information to report, please indicate so in the appropriate section. **FAX COMPLETED FORM TO: 903-584-3114**

Applicant was employed, or was leased, to this company from: _____ to _____.

Position: _____ Position required a commercial driver's license? Yes No

Accident information:

No accident information to report (as defined by Part 390.5) City and State: _____

Number of Fatalities: ____ Number of Injuries: ____ Release of Haz-Mat: Yes No

Additional information regarding this accident: _____

(use additional sheets, if necessary)

Prohibited Drug and Alcohol Testing Information:

Applicant was not in a safety-sensitive position subject to Part 40 regulations while in our employ/lease

No prohibited drug and/or alcohol conduct to report. (if box checked, please skip down to contact info)

During the previous three years, did the driver:

Have an alcohol test result with an alcohol concentration of 0.04 or higher? Yes No

Have a verified positive drug test result? Yes No

Have a violation of any of the other drug and/or alcohol testing prohibitions? Yes No

Refuse to be tested (this includes receiving a verified adulterated or substituted drug test result)? Yes No

If yes to any of the above, did the driver:

Comply with the recommendations prescribed by a Substance Abuse Professional (SAP) pursuant to Part 40, while in your employment / lease? Yes No

Successfully complete the return to duty program while in your employ/lease? Yes No

(Attach additional documentation, if available, to verify the individual's successful completion of the return to duty process)

Name of Company _____ Date: _____

Name of Person Providing Information _____ Title _____

Telephone _____ Fax _____