

## Chapin Logistics, Inc. and KTMD Staffing LLC

### MINIMUM DRIVER STANDARDS

**NO DRIVER SHALL BE EMPLOYED BY CHAPIN/KTMD UNLESS HE/SHE MEETS THE FOLLOWING MINIMUM REQUIREMENTS:**

1. All drivers must be at least 25 years of age.
2. All drivers must have a valid Class "A" or Class "B" CDL.
3. Drivers must have at least three years of commercial driving experience in a comparable class of vehicle.

### INELIGIBLE DRIVERS (MVR's) – WILL BE DECLINED

1. Any driver with more than two (2) at-fault (preventable) accidents in the last three (3) years, or more than one (1) at-fault accident in the last year.
2. Any driver with more than five (5) moving violations (including at-fault accidents) in the last three (3) years or more than two (2) moving violations (including at-fault accidents) in the last year.
3. Any driver with any of the following violations, regardless of time period:
  - a. Homicide involving a vehicle.
  - b. Using a vehicle to elude an officer.
  - c. Hit and run.
  - d. Manslaughter with a vehicle.
  - e. Felony with a vehicle.
  - f. False report to law enforcement.
  - g. Permitting an unlicensed driver to drive.
4. Any driver convicted of any of the following within the last three (3) years:
  - a. Driver while under the influence of drugs or alcohol.
  - b. Refusal to submit to an alcohol or drug test.
  - c. Reckless driving (careless or negligent driving are considered as moving violations); they are not the same as reckless driving.
  - d. Speeding more than 15 mph over the speed limit.
5. Any driver convicted of more than five (5) of the following violations during the last twenty four (24) months:
  - a. Defective equipment (lights, tires, etc.)
  - b. Oversize
  - c. Overweight
  - d. Log book violation

By my signature below, I acknowledge that I have read and understand the above listed minimum standards for hire as a commercial truck driver for Chapin Logistics/KTMD Staffing, and hereby affirm that I do qualify for employment under the above listed standards. Falsification of this certificate will be reason for immediate dismissal.

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

(As of 02.20.2013)

# APPLICATION FOR QUALIFICATION

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

The purpose of this application is to determine whether or not the applicant is qualified to operate motor carrier equipment according to the requirements of the Federal Motor Carrier Safety Regulations and the Company named above.

## Instructions to Applicant

Please answer all questions. If the answer to any question is "No" or "None", do not leave the item blank, but write "No" or "None".

Date \_\_\_\_\_ Position applying for; Check One:  Contractor  Driver  Contractor's Driver

Name \_\_\_\_\_  
(First) (Middle) (Last)

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Emergency Phone Number (\_\_\_\_\_) \_\_\_\_\_

\*Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*The Age Discrimination of Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

Physical Exam Expiration Date: \_\_\_\_\_

## Current & Three Years Previous Addresses:

_____	From _____	To _____
_____	From _____	To _____
_____	From _____	To _____
_____	From _____	To _____

Have you worked for this company before?  Yes  No

If yes, give dates: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

## Education History

Please circle the highest grade completed:

Grade School: 1 2 3 4 5 6 7 8 9 10 11 12

College: 1 2 3 4 Post-Graduate: 1 2 3 4

# Employment History

Give a Complete Record of all employment for the past three years, including any unemployment or self employment, and all commercial driving experience for the past ten years.

Mo/Yr From \_\_\_\_\_ To \_\_\_\_\_ Mo/Yr Present or Last Employer: Name \_\_\_\_\_  
Position Held \_\_\_\_\_ Address \_\_\_\_\_  
(Street) (City) (State/Zip)  
Reason For Leaving \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_  
Were you subject to the FMCSRs\* while employed here?  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 49 CFR Part 40?  Yes  No

Mo/Yr From \_\_\_\_\_ To \_\_\_\_\_ Mo/Yr Present or Last Employer: Name \_\_\_\_\_  
Position Held \_\_\_\_\_ Address \_\_\_\_\_  
(Street) (City) (State/Zip)  
Reason For Leaving \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_  
Were you subject to the FMCSRs\* while employed here?  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 49 CFR Part 40?  Yes  No

Mo/Yr From \_\_\_\_\_ To \_\_\_\_\_ Mo/Yr Present or Last Employer: Name \_\_\_\_\_  
Position Held \_\_\_\_\_ Address \_\_\_\_\_  
(Street) (City) (State/Zip)  
Reason For Leaving \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_  
Were you subject to the FMCSRs\* while employed here?  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 49 CFR Part 40?  Yes  No

Mo/Yr From \_\_\_\_\_ To \_\_\_\_\_ Mo/Yr Present or Last Employer: Name \_\_\_\_\_  
Position Held \_\_\_\_\_ Address \_\_\_\_\_  
(Street) (City) (State/Zip)  
Reason For Leaving \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_  
Were you subject to the FMCSRs\* while employed here?  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 49 CFR Part 40?  Yes  No

Mo/Yr From \_\_\_\_\_ To \_\_\_\_\_ Mo/Yr Present or Last Employer: Name \_\_\_\_\_  
Position Held \_\_\_\_\_ Address \_\_\_\_\_  
(Street) (City) (State/Zip)  
Reason For Leaving \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_  
Were you subject to the FMCSRs\* while employed here?  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 49 CFR Part 40?  Yes  No

*\*The Federal Motor Carrier Safety Regulations (FMCSRs) apply to anyone who operates a motor vehicle on a highway in interstate commerce to transport passengers or property when the vehicle: (1) has a GVWR or weighs 10,001 pounds or more, (2) is designed or used to transport nine or more passengers, or (3) is of any size, used to transport hazardous materials in a quantity requiring placarding.*

## Driving Experience

Class of Equipment	Dates		Approximate Number of Miles (Total)
	From	To	
Straight Truck			
Tractor and Semi-trailer			
Tractor-two trailers			
Tractor-three trailers (triples)			
Other			

List states operated in, for the last five years: \_\_\_\_\_

List special courses/training completed (PTD/DDC, Haz Mat, etc.): \_\_\_\_\_

List any Safe Driving Awards you hold and from whom: \_\_\_\_\_

### Accident Record for past three years (attach sheet if more space is needed)

Date of Accident	Nature of Accidents (Head on, rear end, upset, etc.)	Location of Accident	# of Fatalities	# of People Injured

### Traffic Convictions and Forfeitures for the last three years (other than parking violations)

Date	Location	Charge	Penalty

### Driver's License (list each driver's license held in the past three years)

State	License #	Type	Endorsements	Expiration Date

- A. Have you ever been denied a license, permit or privilege to operate a motor vehicle?.. YES  NO
- B. Has any license, permit or privilege ever been suspended or revoked? ..... YES  NO
- C. Is there any reason you might be unable to perform the functions of the job for which you have applied (as described in the job description)?..... YES  NO
- D. Have you ever been convicted of a felony?..... YES  NO

If the answers to A, B, C or D is "YES", give details \_\_\_\_\_

## Personal References

List three persons for references, other than family members, who have knowledge of your safety habits.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

## To Be Read and Signed by Applicant

*It is agreed and understood that any misrepresentation given on this application shall be considered an act of dishonesty.*

*It is agreed and understood that the motor carrier or his agents may investigate the applicant's background to ascertain any and all information of concern to applicant's record, whether same is of record or not, and applicant releases employers and persons named herein from all liability for any damages on account of his furnishing such information.*

*It is also agreed and understood that under the Fair Credit Reporting Act, Public Law 91-508, I have been told that this investigation may include an investigating Consumer Report, including information regarding my character, general reputation, personal characteristics, and mode of living.*

*I agree to furnish such additional information and complete such examinations as may be required to complete my application file.*

*It is agreed and understood that this Application for Qualification in no way obligates the motor carrier to employ or hire the applicant.*

*It is agreed and understood that if qualified and hired, I may be on a probationary period during which time I may be disqualified without recourse.*

*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 Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Remarks (For office use only)**

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# PRE-CHECK COMPANY

24500 CENTER RIDGE ROAD, SUITE 225 \* \* \* WESTLAKE, OH 44145

## CLIENT REQUEST FORM

FROM: CHAPIN LOGISTICS	TO: THE PRE-CHECK COMPANY
SENDER: ROB RIDER	ATTENTION: OPERATIONS DEPARTMENT
E-MAIL: RWRIDER@CHAPINLOGISTICS.COM	PHONE: 216-226-7700
PHONE: (440) 327-0360	FAX: 440-3348-5441/5440
FAX: (440) 327-9404	LOCATION: WESTLAKE, OH
ACCOUNT#: 1033	EMAIL: INFO@PRE-CHECK.COM

*If you have trouble with or questions regarding this transmission, please call the sender.*

### CONFIDENTIALITY NOTICE:

The document and information accompanying this form are privileged and confidential and intended for disclosure only to the named addressee. Any disclosure or distribution to or use by anyone else is prohibited. If you have received this fax in error, please notify the sender immediately by telephone and return the form and accompanying documents to the sender at the above address.

**Please conduct a background check on the following individual.  
I have attached all necessary documents and information.**

<b>NAME:</b>	<b>SS#</b>	-	-
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**I have placed a checkmark next to the service(s) requested for this applicant:**

- EMPLOYMENT REFERENCE #1 (Please provide phone numbers and supervisor's names)
- EMPLOYMENT REFERENCE #2 (Please provide phone numbers and supervisor's names)
- EMPLOYMENT REFERENCE #3 (Please provide phone numbers and supervisor's names)
- OR
- EMPLOYMENT VERIFICATION #1
- EMPLOYMENT VERIFICATION #2
- EMPLOYMENT VERIFICATION #3
- EDUCATION VERIFICATION / Date of Graduation \_\_\_\_\_ / Date of GED \_\_\_\_\_

- CRIMINAL SEARCH - SINGLE COUNTY (County of Residence)
- CRIMINAL SEARCH - STATEWIDE (State of Residence)
- CRIMINAL SEARCH - NATIONAL (Counties of Present and Prior Residence)

- MOTOR VEHICLE REPORT (State of Residence)
- CREDIT HISTORY
- WORKERS' COMPENSATION REPORT
- OTHER: \_\_\_\_\_

**H SPECIAL INSTRUCTIONS:** \_\_\_\_\_



## DRIVER'S RIGHTS PERTAINING TO RELEASE OF DRIVER INFORMATION UNDER REGULATION 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 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 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; and
- (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 the 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 in 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 re-send 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 the 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 five 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 send the 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 it 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 understand the contents of this document*

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Driver Name (Printed): \_\_\_\_\_

(OVER)