

APPLICATION EXPECTATIONS

EMPLOYMENT

Need to have full and complete work history for the past **3** years listed on the application. Highlighted in yellow is the required information that needs to be filled in before moving to Safety Review.

Employment

Company Name **	Example Trucking
Start Date*	1 2021
End Date*	3 2024
Street Address	
Street Address	
Country*	United States
City State Zip*	Somewhere Alabama
Telephone	(897)897-8978
Position Held	OTR
Reason for leaving?*	Quit
Were you terminated/discharged/laid off?*	<input type="radio"/> Yes <input checked="" type="radio"/> No (Remove)
Is this your current employer?*	<input type="radio"/> Yes <input checked="" type="radio"/> No (Remove)
May we contact this employer at this time?*	<input checked="" type="radio"/> Yes <input type="radio"/> No (Remove)
Did you operate a commercial motor vehicle?	<input checked="" type="radio"/> Yes <input type="radio"/> No (Remove)
Were you subject to the Federal Motor Carrier or Transport Canada Safety Regulations while employed/contracted by this employer/contractor?*	<input checked="" type="radio"/> Yes <input type="radio"/> No (Remove)
Did you perform any safety sensitive functions in this job, regulated by DOT, and subject to drug and alcohol testing?*	<input checked="" type="radio"/> Yes <input type="radio"/> No (Remove)
Areas Driven*	OTR
Most common truck driven*	Tractor-Trailer
Most common trailer*	Van
Trailer length*	53 feet or more

- Reason for leaving should be listed as one of the following: Current, quit, laid off, terminated, or company out of business.
- Terminations- Need to have a 2 to 3 sentence statement on what happened to review. "Will discuss" is not acceptable.
- Contact information and correct company name are super important. Safety cannot send out the VOE if they do not know what company to reach out to or their phone number.
- Make sure applicant will have enough experience to meet the hiring criteria before moving forward.

NON-DOT employment- Highlighted in yellow is the required information that needs to be filled in before moving to Safety Review.

Employment

Company Name **	Walmart
Start Date*	1 2021
End Date*	3 2024
Street Address	
Street Address	
Country*	United States
City State Zip*	Somewhere Alabama
Telephone	147-741-1474
Position Held	Non-Driver
Reason for leaving?*	Quit
Were you terminated/discharged/laid off?*	<input type="radio"/> Yes <input checked="" type="radio"/> No (Remove)
Is this your current employer?*	<input type="radio"/> Yes <input checked="" type="radio"/> No (Remove)
May we contact this employer at this time?*	<input checked="" type="radio"/> Yes <input type="radio"/> No (Remove)
Did you operate a commercial motor vehicle?	<input type="radio"/> Yes <input checked="" type="radio"/> No (Remove)
Were you subject to the Federal Motor Carrier or Transport Canada Safety Regulations while employed/contracted by this employer/contractor?*	<input type="radio"/> Yes <input checked="" type="radio"/> No (Remove)
Did you perform any safety sensitive functions in this job, regulated by DOT, and subject to drug and alcohol testing?*	<input type="radio"/> Yes <input checked="" type="radio"/> No (Remove)
Areas Driven*	
Most common truck driven*	
Most common trailer*	
Trailer length*	

- If the applicant stated, they did not operate a commercial vehicle then the following two questions will always be NO.

TRUCKING SCHOOL

DOT requires all trucking employment in the past 10 years to be listed on the application. This includes truck driving schools.

- If you do not see a trucking school listed, ask the applicant where they attended. This goes for MET applicants too.
- Need to know the school's name, the dates attended, and their contact information.

ACCIDENTS

All accidents in the past 3 years need to be listed on application. Highlighted in yellow is the required information that needs to be filled in before moving to Safety Review.

Type	State	Commercial Vehicle	At Fault	Ticketed	Date
Non-Injury	AL	X			05-2022

Were you involved in any accidents/incidents with any vehicle in the last 3 years (even if not at fault)?*

No Accidents [+] Add New accident

Vehicle Accident Record

Type of Accident / Incident*

Hazmat Accident / Incident Yes No (Remove)

Nature of Accident / Incident

Was the vehicle towed away? Yes No (Remove)

Date of Accident / Incident*

City

State*

Were you in a commercial vehicle?* Yes No (Remove)

If yes, was this a Department of Transportation recordable accident?* Yes No (Remove)

Were you at fault?* Yes No (Remove)

Were you ticketed?* Yes No (Remove)

Please enter detailed information about this accident, whether the accident was chargeable, recordable, reportable, or your fault*

- Accidents with a citation in the past 3 years are an automatic decline and should not be moved forward.
- A 2 to 3 sentence statement is needed for Safety to review. "Will discuss" or "not my fault" is not acceptable.
- If accident type was fatal, Safety will need the accident report- no matter when the accident occurred.
- Accidents with a citation outside of 3 years but within 5 years must be listed and reviewed by Safety.
- An accident report may be requested if it was listed as preventable or at fault.

VIOLATIONS

All violations in the past 3 years need to be listed on the application. Use the MVR point system sheet to determine if citation falls within the hiring criteria.

Charge / Description	State	Commercial Vehicle	Fine	Date
Careless	AL			04-2023

Have you had any moving violations or traffic convictions in the past 3 years?*

No Violations

[+] Add New violation

Traffic Convictions \ Violations

Violation Date*	4 ▾ 2023
Charge / Description:**	Careless ▾
State:**	Alabama ▾
If Speeding, MPH Over Limit:	▾
Were you in a Commercial Vehicle?*	<input type="radio"/> Yes <input checked="" type="radio"/> No (Remove)
Penalty / Fine (Check all that apply)*	<input type="checkbox"/> Fine <input type="checkbox"/> Suspension <input type="checkbox"/> Revocation <input type="checkbox"/> Community Service <input type="checkbox"/> Other
Fine Amount (if applicable)	▾
Comments If you answered "Other" to any question, please provide additional detail:	3 points

- Pay attention to if citation was in a personal or commercial vehicle as some points in a CMV vs POV are worth more.

Charge / Description	State	Commercial Vehicle	Fine	Date
Careless	AL			04-2023

Have you had any moving violations or traffic convictions in the past 3 years?*

No Violations

[+] Add New violation

Traffic Convictions \ Violations

Violation Date*	4 ▾ 2023
Charge / Description:**	Careless ▾
State:**	Alabama ▾
If Speeding, MPH Over Limit:	▾
Were you in a Commercial Vehicle?*	<input checked="" type="radio"/> Yes <input type="radio"/> No (Remove)
Penalty / Fine (Check all that apply)*	<input type="checkbox"/> Fine <input type="checkbox"/> Suspension <input type="checkbox"/> Revocation <input type="checkbox"/> Community Service <input type="checkbox"/> Other
Fine Amount (if applicable)	▾
Comments If you answered "Other" to any question, please provide additional detail:	5 points

FMCSR/MOTOR VEHICLE QUESTIONS

FMCSR

1. Under FMCSR 391.15, are you currently disqualified from driving a commercial motor vehicle? [49 CFR 391.15]* Yes No

2. Has your license, permit, or privilege to drive ever been suspended or revoked for any reason? [49 CFR 391.21(b)(9)]* Yes No

Please provide additional detail, including the dates of the suspension(s)/revocation(s):

01/2016-06/2016- Failure to pay fines

- Suspensions: Need to have the start and end date and reason why the license was suspended.

FMCSR

1. Under FMCSR 391.15, are you currently disqualified from driving a commercial motor vehicle? [49 CFR 391.15]* Yes No

2. Has your license, permit, or privilege to drive ever been suspended or revoked for any reason? [49 CFR 391.21(b)(9)]* Yes No

3. Have you ever been denied a license, permit, or privilege to operate a motor vehicle? [49 CFR 391.21(b)(9)]* Yes No

4. Within the past two years, have you tested positive, or refused to test, on a pre-employment drug or alcohol test by an employer to whom you applied, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules? [49 CFR 40.25(j)]* Yes No

Please provide additional detail about what happened:

Failure to test

Date of last positive or refusal:

09/15/2022

5. In the past three (3) years, have you ever been convicted of any of the following offenses committed during on-duty time [49 C.F.R. 391.15 and 49 C.F.R. 395.2]* Yes No

- Driving a commercial motor vehicle with a blood alcohol concentration ("BAC") of .04 percent or more
- Driving under the influence of alcohol, as prescribed by state law
- Refusal to undergo drug and alcohol testing as required by any jurisdiction for the enforcement of Federal Motor Carrier Safety Act regulations
- Driving a commercial motor vehicle under the influence of any 21 C.F.R. 1308.11 Schedule I identified controlled substance, an amphetamine, a narcotic drug, a formulation of an amphetamine, or a derivative of a narcotic drug
- Transportation, possession, or unlawful use of a 21 C.F.R. 1308.11 Schedule I identified controlled substance, amphetamines, narcotic drugs, formulations of an amphetamine, or derivatives of narcotic drugs while you were on duty driving for a motor carrier
- Leaving the scene of an accident while operating a commercial motor vehicle
- Or any other felony involving the use of a commercial motor vehicle

In the three years before the conviction you identified above, had you been convicted on a separate occasion of either the same offense or one of the other offenses listed above? [49 C.F.R. 391.15(c)(3)] Yes No

Date of most recent conviction identified above:

08/09/2022

Please provide additional detail on each conviction for which you answered "Yes" above:

DUI

- Drug charge/DUI: Auto DQ for any in the last 5 years or 3 or more in a lifetime.
- Failure/refusal to submit test: Auto DQ for anytime.

MISDEMEANOR/FELONY

Need the have the month, date, and what the applicant was charged with for Safety to review.

Criminal Record

Misdemeanors
Have you ever been convicted of a misdemeanor or have charges pending? * Yes No (Remove)

Please describe. Be sure to include specifics, status, misdemeanor type, the date of conviction, the fine or sentence, etc. *

05/2015- Petty theft

Felonies
Have you ever been convicted or have charges pending for a felony? * Yes No (Remove)

- “Will discuss” is not acceptable. Safety needs to know exactly what the applicant was charged with to review.

RELEASES

Need to have current signed releases on file. If the releases are over 30 days old, we cannot run the MVR, CDLIS, or any other reports. Those signatures should be more than a straight line or a dot. The applicant needs to make an attempt at a signature.