



Thank You for your interest in Elgin Motor Freight Inc. In order to process your application in a timely manner, please complete all information requested on this application including dates and contact information of your previous/current employers. Please read below and provide additional information as applicable.

Driver Qualification File Checklist & Supplementary Documents

Please do not leave any space empty. Mark "N/A" if not applicable.

<input type="checkbox"/> N/A	<input type="checkbox"/> Original Driver's abstract (Must be within 30 days from the date of application)
<input type="checkbox"/> N/A	<input type="checkbox"/> Original CVOR (Must be within 30 days from the date of application)
<input type="checkbox"/> N/A	<input type="checkbox"/> Original Criminal search report (Must be within 30 days of application)
<input type="checkbox"/> N/A	<input type="checkbox"/> 10-year detail – Must include all periods of employment & any downtime. a) Write complete employment history going back to 10 years from the date of application. b) There shouldn't be any gaps in employment details c) Please explain all gaps and/or any period of unemployment with complete details d) Please provide all addresses, phone numbers, postal codes and supervisor names.
<input type="checkbox"/> N/A	<input type="checkbox"/> Clear copy of Driver's license (both sides)
<input type="checkbox"/> N/A	<input type="checkbox"/> Proof of Citizenship (i.e. Passport, Birth certificate or Canadian citizenship)
<input type="checkbox"/> N/A	<input type="checkbox"/> Valid copy of US visa (if applicable)
<input type="checkbox"/> N/A	<input type="checkbox"/> Copy of FAST card (if applicable)

The following requirements need to be completed and/or provided prior to an offer of employment being given to the potential applicant:

- A road evaluation is to be successfully completed with an assigned Elgin driver trainer.
- A drug test and health assessment will be conducted with the company's occupational and health care provider.
- Reference/background check with past employers.
- Satisfactory completion of Orientation program.

I understand that I may or may not receive an offer of employment once this process has been completed by Elgin Motor Freight Inc.



Motor Vehicle Driver's Certificate of Compliance with Driver License Requirements

Motor Carrier Instructions: The requirements in Part 383 apply to every driver who operates in intrastate, interstate, or foreign commerce and operates a vehicle weighing or rated at 26,001 pounds or more, can transport more than 15 people, or transports hazardous materials that require placarding.

The requirements in Part 391 apply to every driver who operates in interstate commerce and operates a vehicle weighing or rated at 10,001 pounds or more, can transport more than 15 people (or more than 8 people when there is direct compensation), or transports hazardous materials that require placarding.

Driver Requirements: Parts 383 and 391 of the Federal Motor Carrier Safety Regulations contain certain driver licensing requirements that you as a driver must comply with, including the following:

- 1) **Possess Only One License:** You, as a commercial vehicle driver, may not possess more than one motor vehicle operator's license.

- 2) **Notification of License Suspension, Revocation or Cancellation:** Sections 391.15(b) (2) and 383.33 of the Federal Motor Carrier Safety Regulations require that you notify your employer the NEXT BUSINESS DAY of any revocation, suspension, cancellation or disqualification of your driver's license or driving privilege. In addition, Section 383.31 requires that any time you are convicted of violating a state or local traffic law (other than parking), you must report it within 30 days to your employing motor carrier. The notification must be in writing.

- 3) **CDL Domicile Requirement:** Section 383.23(a)(2) requires that your commercial driver's license be issued by your legal state of domicile, where you have your true, fixed, and permanent home and principal residence and to which you have the intention of returning whenever you are absent. If you establish a new domicile in another state, you must apply to transfer your CDL within 30 days.

The following license is the only one I possess:

Driver's License Number:	Province:	Expiry Date:
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Driver Certification: I certify that I have read and understood the above requirements.

Name:	Signature:	Date:
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40.25(j) Driver Pre-Employment Verification of Testing Results

Company:	Elgin Motor Freight Inc.
Address:	1497 Wilton Grove Road London, ON N6N 1M3

Applicant Name:

In the past 3 years have you:

Tested positive for any Controlled Substances pre-employment test for any other company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tested above .04 on any Alcohol pre-employment test for any other company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Refused to be tested for any pre-employment test for any other company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer "Yes" to any of the above questions, provide the following information on the Substance Abuse Professional (SAP) you consulted.

Name of SAP:		
Address:	Phone Number:	
City:	Province:	PC:
Date(s) Visited:		

Name:	Signature:	Date:
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Medical Declaration

On March 30, 1999, Transport Canada and U.S. Federal Highway Administration (FHWA) entered into a reciprocal agreement regarding the physical requirements for a Canadian driver of a commercial vehicle in the U.S., as currently contained in the Federal Motor Carrier Safety Regulations, Part 391.41 et seq., and vice versa. The reciprocal agreement removes the requirement for a Canadian driver to carry a copy of a medical examiners certificate indicating that the driver is physically qualified. (In effect, the existence of a valid driver’s license issued by the Province of Ontario is deemed to be proof that a driver is physically qualified to drive in the U.S.). However, FHWA will not recognize an Ontario license if the driver has certain medical conditions, and those conditions would prohibit him from driving in the U.S.

Authorization for Driver Record Search

The Federal Motor Carrier Regulations, section 391.21, which covers driver’s qualification and application for employment, requires the motor carrier to obtain a list of all motor vehicle violations for the last three (3) years.

In Ontario, this is known as a commercial vehicle operator record, driver abstract. It is Elgin Motor Freight Inc.’s policy to obtain a list of both commercial and personal motor vehicle violations for each driver operating under its authorities, on a periodic basis.

As a condition of my employment or contract of service, I hereby provide written authorization for Elgin Motor Freight Inc. (prospective employer) to obtain such information.

Unauthorized Passenger Acknowledgement

Subpart G-Prohibited Practices [(392.60) Unauthorized persons not to be transported]

Unless specifically in writing to do so by the motor carrier under whose authority the motor vehicle is being operated, no driver shall transport persons or permit any person to be transported on any motor vehicle other than a bus. When such authorization is issued, it shall state the name of the person to be transported. The points where the transportation is to begin and end, and the date upon which such authority expires. No written authorization, however, shall be necessary for the transportation of:

- a) Employees or other persons assigned to a vehicle by a motor carrier.
- b) Any person transported when aid is being rendered in a case or an accident or other emergency.
- c) An attendant delegated to care for livestock.

I certify that I have read and understood the above requirements. I understand that failure to honor the terms of the agreement stated above are grounds for termination of my employment.

Driver’s Name:	Signature:	Date:
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Witness’s Name:	Signature:	Date:
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Consent to Background Check

Applicant Name:	
Previous Employer:	Phone:

I hereby authorize that my previous employer aforementioned to release all information concerning dates of employment, oral or written assessments of my job performance, overall work performance including safety records, reason for leaving and eligibility for re-hire to:

Prospective Employer	
Company:	Elgin Motor Freight Inc.
Address:	1497 Wilton Grove Road London, ON N6N 1M3
Phone:	1-800-567-2609
Fax:	1-519-644-1680

for the purpose of investigations as required by section 391.23 of the Federal Motor Carrier Safety Regulations.

I also hereby authorize you or your agents, as my previous employer or company to release the information concerning my Alcohol and Controlled Substances Testing during the past three years as per 49CFR part 40.25.

You are released from any liability, which may result from giving such information; I understand that the information in this form will be used and that prior employers will be contacted for purposes of investigation as required by section 391.23 of the motor carrier safety regulation.

I understand that I have the right to review information provided by previous employers, have errors corrected by previous employers and resubmitted to Elgin Motor Freight Inc. and/or have a rebuttal statement attached to erroneous information if my previous employer and I cannot agree on the accuracy of the information. I understand that I must request past employer information obtained by Elgin Motor Freight Inc. in writing within 30 days of employment or denial of employment.

This request is in compliance with 49CFR Part 40.25, 49 CFR Part 40 & Section 391.23

Name:	Signature:	Date:
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