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New Hire Pack Instructions

The following forms are included and must be complete in full.

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| 1 | Drive Rights Pertaining to the Release of Information (391 | - Print name, sign and date |
| 2 | Driver Road Test Examination | - Keep with you. Trainer will complete this. |
| 3 | Driver Data Sheet | - This will need to be completed for the 7 days prior that you actually start work. Complete all the information at top. Start in box 7 and date back for the last 7 days. In the hours box under each day, put total hours on duty for that day, if any. Complete that information for the last day actually on duty with that date and time you went off duty. Sign at bottom. |
| 4 | Federal Form W-4 | - Complete with required information, sign and date at bottom |
| 5 | Federal Form I-9 | - Complete sections 1 and sign and date where indicated. This form requires 2 forms of identification to complete. A List of Acceptable Documents is included on the last page of the I-9. Most will use a copy of driver's license and social security card. Must be legible copies |
| 6 | Authorization to Deduct Pay | - Print name, sign and date |
| 7 | Contingent Employment Offer | - Print name at top. Sign and date at both places at the bottom |
| 8 | Driver Recertification Program | - Sign and date |
| 9 | Drug & Alcohol Pre-Employment Statement-Testing Consent & Program Receipt (2 forms) with policy | - Print name, sign and date//Keep policy |
| 10 | Direct Deposit Sign up Form | - Complete all required information, attach voided check or bank verification page, sign and date |
| 11 | Policy, Notices & Memo Receipt Page | - Print name, sign and date |
| 12 | Handbook Receipt / with Handbook | - Sign and date//Keep handbook |
| 13 | Medical Authorization and Consent | - Sign and date |
| 14 | Unauthorized use of company truck | - Sign and date |
| 15 | State W-4 | - Complete with required information, sign and date at bottom |

Source Logistics will need a clear, legible copy of the following forms submitted with your new hire paperwork packet.

1. Copy of CDL-A driver's license
2. Copy of DOT long form physical and medical card
3. Copy of Social Security card