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Your Energy Source.



COMPANY POLICY

Driver Safety Performance History Investigations

It is the policy of this company that all applicants for CDL driver positions undergo a driver safety performance investigation prior to being hired pursuant to federal regulations under 49 CFR Section 391. The investigation is an integral part of the company's application process and cannot be altered or delayed by any employee. The company shall complete all driver safety performance investigations within the time frame required by federal regulations. Drivers shall not continue to drive a commercial motor vehicle for the company if the safety performance history investigation is not completed within 30 days of the date of hire.

The company shall always make a good faith effort to obtain safety performance history data from a driver applicant's previous employers. All such investigative efforts shall be recorded in writing on company forms and maintained in the Driver Safety Performance Investigation File. The company shall always make a good faith effort to provide all driver safety performance history requested by a prospective employer. All responses to prospective employers received by the company shall be made in writing and placed in the Driver Safety Performance Investigation File.

The company shall provide copies of safety performance history information in a timely manner as prescribed by federal regulations to any driver applicant upon written request. In the event a driver applicant wishes to correct information collected in the safety performance history investigation, the company shall provide the driver applicant with a contact name and phone number of the previous employer responsible for providing the information. The company shall include in the Driver Safety Performance Investigation File any corrected information sent by a previous employer or any driver rebuttal to information that is not corrected. The written correction and rebuttal shall be made part of the permanent driver safety performance investigation file and shall be forwarded to any prospective employers who request it.

The company is not responsible for the maintenance of driver safety performance history information for any driver applicant who is not hired. All information collected as part of the driver safety performance history investigation shall be destroyed immediately in the event the driver applicant is not hired.

All information in the Driver Safety Performance Investigation File is confidential. Access to these files is strictly limited to those directly involved in the hiring process and designated individuals responsible for employee personnel record management. The company shall provide immediate access to Driver Safety Performance Investigation Files to any federal, state or local law enforcement official or person having regulatory authority over CDL drivers upon request. Insurers may be given access to information in the file at the discretion of the company. However, the company shall under no circumstances provide insurers access to any driver drug and alcohol information that may be included in the Driver Safety Performance Investigation File.

All information in the Driver Safety Performance Investigation File shall be removed from company records and properly destroyed on, but no sooner than, the third anniversary of the driver's termination of employment date with the company.

DATE

APPLICANT'S SIGNATURE

Notification 1- The information supplied in the driver application may be used, and previous employers contacted, to investigate the applicant's safety performance history.

Notification 2- The applicant has the right to review information provided by the previous employer, the right to have errors corrected by the previous employer and resent to the prospective employer, the right to have a rebuttal statement attached to any information that the previous employer and the driver can not agree on.