

APPLICATION CHECKLIST

The qualification and application process can be relatively easy if the requirements are organized ahead of time. By using this checklist, approved applicants can minimize delays and insure their application process goes smoothly.

APPLICATION

1. This document must be accurately completed. Give complete names, addresses and phone numbers of former employers. **WE CANNOT DO THIS FOR YOU.**
2. Give accurate dates of employment. Explain any gap over one month. Example: retirement, illness, unemployment, etc.
3. List all traffic violations (exclude parking tickets) incurred in the last three years.
4. List all accidents during the last five years
5. Date and sign your **FULL NAME** in spaces provided on application. Unsigned or applications with incomplete information cannot be processed. Deliver your completed application to Drive Star Shuttle Systems, Inc.

DRIVER LICENSE & SOCIAL

SECURITY CARD: Make a legible photo copy of both sides of your driver's license and your social security card. Renew your license if your license is within 30 days of

expiration at the time you are scheduled to be interviewed.

DOT PHYSICAL: You are required to take and pass a physical exam at your expense as prescribed by the DEPARTMENT OF TRANSPORTATION (DOT) and Company policy. Make legible photocopy of your medical certificate and long form physical exam, and return them with your completed application. Your physical can be no more than 23 months old at time of contract signing.

MVR: (your driving history as recorded by your licensing state) you will need to obtain a current motor vehicle report, of your arrest, accident, and driving history, and send them with your application.

DOT DRUG SCREEN: you will be required to take and pass a drug test, as prescribed by the DOT and company policy. Drive Star will arrange an appointment for a specimen collection at your orientation class **and you will be responsible for the fee.**

CONTRACTING: After Drive Star approval of your application, you will be scheduled to complete the contract process which includes orientation covering rules, regulations, procedures, daily logs, a skill test (driving test) plus completion of government forms, and a seven-day log. After you complete the orientation program, you will receive your

com-data information and card, and legalization.



Drive Star makes every effort to process each application in a timely manner; it is up to the applicant to ensure that all information provided is complete and accurate. Complete information including dates, addresses, zip codes and telephone numbers with area codes, and signature is required

If you have any questions regarding your application, please contact our Recruiting Department at 866 – 378 – 7827 x 228 or recruiting@drive-star.com

Our Vision Statement...

“Drive Star has a vision, that is, to achieve social, service and economic excellence for the long term and to be recognized as a preferred supplier of innovative transportation solutions worldwide...”

The Drive Star Group of Companies

One Name One Number One Source