

PRE-EMPLOYMENT URINALYSIS NOTIFICATION

The Federal Motor Carrier Safety Regulations, Section 391.103 -- pre-employment testing requirements, apply to driver-applicants of this company.

391.103 Pre-employment testing requirements.

- a) A motor carrier shall require a driver-applicant who the motor carrier intends to hire or use to be tested for the use of controlled substances as a prequalification condition.
- b) A driver-applicant shall submit to controlled substance testing as a pre-qualification condition.
- c) Prior to collection of a urine sample under 391.107 of this subpart, a driver-applicant shall be notified that the sample will be tested for the presence of controlled substances.

- As a condition of my employment, I agree to the urine sample collection and controlled substance testing.
- I understand a positive test for controlled substances based on the urinalysis test will medically disqualify me from the operation of a commercial motor vehicle for this company.
- The medical review officer will maintain the results of the urinalysis test. Negative and positive results will be reported to the company.
- My written authorization is required for the urinalysis test results to be given to other parties.
- I have read and understand the above conditions for the Pre-Employment Urinalysis Notification.

Applicant's Name (Type or print)

Applicant's Signature

Month

Day

Year

WITNESSED BY:

Company Representative's Signature

Month

Day

Year

PREVIOUS PRE-EMPLOYMENT EMPLOYEE ALCOHOL AND DRUG TEST STATEMENT

Sec. 40.25(j) As the employer, you must also ask the employee whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years. If the employee admits that he or she had a positive test or a refusal to test, you must not use the employee to perform safety-sensitive functions for you, until and unless the employee documents successful completion of the return-to-duty process. (see Sec. 40.25(b)(5) and (e))

Prospective Employee Name: _____ ID Number: _____
(print)

The prospective employee is required by Sec. 40.25(j) to respond to the following questions.

- 1) Have you tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years?

Check one: Yes No

- 2) If you answered yes, can you provide/obtain proof that you've successfully completed the DOT return-to-duty requirements?

Check one: Yes No

I certify that the information provided on this document is true and correct.

Prospective Employee Signature: _____ Date: _____

Witnessed By: _____ Date: _____
(signature)

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Employee (“the Company”) may obtain information about you from a third-party consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report.

These reports will be conducted by DISA Global Solutions formerly California Drug Testing Associates (CDTA), 1011 Camino del Rio South, Suite 200, San Diego, CA 92108, Phone Number: 888-908-2382, www.cdtaonline.com.

[End of Document]

Page 1 of 1

DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT

Employee, (“The Company”) may request an investigative consumer report about you from a third-party consumer reporting agency, in connection with your employment or application for employment (including independent contractor or volunteer assignments, as applicable). An “investigative consumer report” is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews). The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, or mode of living. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

These reports will be conducted by DISA Global Solutions formerly California Drug Testing Associates (CDTA), 1011 Camino del Rio South, Suite 200, San Diego, CA 92108, Phone Number: 888-908-2382, www.cdtaonline.com.

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by [Employer] (the "Company") at anytime after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish all background information requested by DISA Global Solutions formerly California Drug Testing Associates (CDTA), 1011 Camino del Rio South, Suite 200, San Diego, CA 92108, Phone Number: 888-908-2382, www.cdtaonline.com. and/or Company. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law

New York City applicants only: By signing this form, you further authorize the Company to provide you with a copy of your consumer report, the New York City Fair Chance Act Notice form, and any other documents, to the extent required by law, at the mailing address and/or email address you provide to the Company.

Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Minnesota and Oklahoma applicants only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Signature _____

Date: _____

[End of Document]

Page 1 of 1

NOTICE REGARDING BACKGROUND CHECKS
PER CALIFORNIA LAW

Employer, (the “Company”) intends to obtain information about you for employment screening purposes from a consumer reporting agency. Thus, you can expect to be the subject of “investigative consumer reports” obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be DISA Global Solutions formerly California Drug Testing Associates (CDTA), 1011 Camino del Rio South, Suite 200, San Diego, CA 92108, Phone Number: 888-908-2382, www.cdtaonline.com. The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out what is in the ICRA’s file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs. “Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history to verify your identity. The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification.

[End of Document]

An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

[End of Document]

Page 2 of 2

IDENTIFYING INFORMATION FOR CONSUMER REPORTING AGENCY

Last Name: _____ **First Name:** _____ **Middle Name:** _____

Other Names Used: _____ Years Used _____

Current Address: _____
Street/P.O. Box City/County State Zip Code Dates

Former Address: _____
Street/P.O. Box City/County State Zip Code Dates

*Social Security Number: _____ Daytime Phone Number: _____

Driver's License Number: _____ State of Issuance: _____

*Date of Birth: _____ * Gender _____

E-Mail Address: _____

*This information will be used only for background screening purposes and will not be taken into consideration in any employment decisions.

California, Minnesota and Oklahoma Applicants Only: Please check this box if you would like to receive a copy of your consumer report sent directly to you. Minnesota and Oklahoma applicants receive a copy direct from DISA Global Solutions formerly CDTA. California applicants may receive a copy from either the prospective employer or DISA Global Solutions formerly CDTA.

Notice to California Applicants

Under Section 1786.22 of the California Civil Code, you have the right to request from DISA Global Solutions formerly CDTA, upon proper identification, the nature and substance of all information in its file on you. Including the sources of information, and the receipts of any reports on which DISA Global Solutions formerly CDTA has previously furnished within the two-year period preceding your request. You may view the file maintained on you by DISA Global Solutions formerly CDTA during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the cost of duplication services. Upon making a written request, you may receive a summary report via telephone.

[End of Document]



DOT and FMCSA History Form

Previous Employee Investigation & Inquiries

Section 1: Previous employee information & release

Name: _____ SSN: _____

DOB: _____ Driver License #: _____ State Issued: _____

I hereby authorize _____ to release the following requested information to CDTA, A DISA Global Solutions Company, 1011 Camino del Rio S •200. San Diego, CA 92108, on behalf of prospective employer _____ for the purpose of investigation to qualify me to drive a commercial motor vehicle as required by the U.S. Department of Transportation & Federal Motor Carrier Safety Administration regulations 49 CFR Part 40.25 and 391.23. As the Applicant named above, I hereby authorize the previous employer listed below to release information from my Department of Transportation regulated drug and alcohol testing records and safety performance history in accordance with 49 CFR Part 40.25 and 391.23.

Driver Signature: _____ Date: _____

SECTION 2: NOTE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION (49 CFR part 40)

Requires your company to provide us with information concerning named drivers past drug and alcohol test results including refusals to be tested.

In the past three years has the previously named applicant ever:

Tested positive for a controlled substance? Yes No

Tested with a n alcohol concentration of 0.04 or higher? Yes No

Refused to submit to a DOT drug or alcohol test including a verified adulterated or substituted result? Yes No

Had and other violations of DOT drug/alcohol testing requirements? Yes No

Had a n 4 other violations of drug /alcohol regulations from previous employers? Yes No

NOTE: If you answered 'yes' to any of the above items, did the employee complete the return-to-duty process? N/A Yes No

• Did the above named individual drive a commercial motor vehicle (CMV) for you? Yes No

• Please provide the dates employed: _____ to _____

• Reason for leaving your company:
 Discharged Resignation Layoff Military Duty Other (specify): _____

• While a CMV driver for you, was the individual involved in any accidents as defined in 390.5? Yes No

If yes, please supply the following information for any accident on your accident register (390.15(b)) that involved the above named individual for the three (3) years prior to the date next to their signature.

Date	Location	# of Injuries	# of Fatalities	Hazmat Spill?	
1.				<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.				<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.				<input type="checkbox"/> Yes	<input type="checkbox"/> No

(If you marked yes please provide the SAP contact information):

NAME OF SAP SPECIALIST _____ PHONE _____

ADDRESS EMAIL _____

Your Name (Print): _____ Title: _____

Your Signature: _____ Date: _____

For more information call us:
888.908.2382
www.cdtaonline.com



1011 Camino del Rio S •200. San Diego, CA 92108

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a. A person has taken adverse action against you because of information in your credit report;
 - b. You are the victim of identity theft and place a fraud alert in your file;
 - c. Your file contains inaccurate information as a result of fraud;
 - d. You are on public assistance;
 - e. You are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

(Continued)

- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5678688.
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associates, and credit unions with total assets of over \$10 billion and their families.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in Item 1 above:</p> <p>a. National banks, federal savings associations, federal branches, and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember insured banks, insured state branches of foreign banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590</p>
<p>4. Creditors subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street S.W. Washington, DC 20423</p>

(Continued)

5. Creditors subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small business investment companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal land banks, federal land bank associations, federal intermediate credit banks, and production credit associations	Farm Credit Administration 1501 Farm Credit Drive
9. Retailers, finance companies, and all other creditors not listed above	McLean, VA 22102-5090 FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357