REQUEST FOR CHECK OF DRIVING RECORD

NOTE TO MOTOR CARRIER: SEE BACK SIDE FOR STATES THAT ACCEPT THIS FORM.

I hereby authorize you to release the following information to **Kent Environmental, A TMS Environmental LLC Company** for purposes of investigation as required by Sections 91.23 and 391.25 of the Federal Motor Carrier Safety Regulations. You are released from any and all liability which may result from furnishing such information.

_____ _____
(Applicant's Signature) (Date)

In accordance with the provisions of Sections 604 and 607 of the **Fair Credit Reporting Act,** Public Law 91-508, as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter 1 of Public Law104-208). I hereby certify the following:

1. The consumer (applicant) has authorized in writing the procurement of this report;
2. The consumer (applicant) has been informed in a separate written disclosure that a consumer report may be obtained for employment purposes;
3. The information requested below will be used for a "permissible purpose" (i.e. information for employment purposes) and will be used for no other purpose;
4. The information being obtained will not be used in violation of any federal or state equal opportunity law or regulation; and
5. Before taking an adverse action based in whole or in part on the report the consumer (applicant) will receive a copy of the requested report and the summary of consumer rights as provided with the report by the consumer reporting agency.

I also hereby certify that this report request and the above applicant's release notice meet the definition of "permissible uses" of state motor vehicle records under the provisions of the **Driver's Privacy Protection Act of 1994** (Public Law 103-322, Title XXX, Sections 300002(a)).

_____ _____
(Signature of Requester) (Date)

TO: _____
_____
_____

DEAR SIR/MADAM:

☐ The following named person has made application with our company for the position of _____. In accordance with Section 391.23, Federal Department of Transportation Regulations, please furnish the undersigned with the applicant's driving record for the past three years.

☐ The following named person is employed with our company in the position of _____. In accordance with Section 391.25, Federal Department of Transportation Regulations, please furnish the undersigned with the employee's driving record for the past year.

NAME OF APPLICANT/DRIVER: _____

ADDRESS: _____
(Number & Street) (City) (State) (Zip Code)

FORMER ADDRESS: _____
(Number & Street) (City) (State) (Zip Code)

DATE OF BIRTH: _____ SSN: _____ LICENSE NO. _____

REQUESTED BY

KENT ENVIRONMENTAL
A TMS ENVIRONMENTAL LLC COMPANY
1555 BEAULIEU ROAD
PORT ALLEN, LA 70767

_____
(Printed Name)

_____
(Title)

_____
(Signature)

Kent Environmental A TMS Environmental LLC Company

FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT

In accordance with the provisions of Section 604(b)(2)(A) of the Fair Credit Reporting Act, Public Law 91-508, as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter 1, of Public Law 104-208), you are being informed that reports verifying your previous employment, previous drug and alcohol test results, and your driving record may be obtained on you for employment purposes. These reports are required by Sections 382.413, 391.23 and 391.25 of the Federal Motor Carrier Safety Regulations.

_____ _____

Applicant's Signature Date

_____ _____

Print Name Social Security Number

THIS PAGE MUST BE SIGNED, DATED AND RETURNED.

Endorsements:

I understand and agree that I have read, understand and received a copy of each of the following endorsements to the Kent Environmental, A TMS Environmental LLC Company Employment Application:

➢ **Drug & Alcohol Receipt**	➢ **Accident/Incident/Spill Reporting**
➢ **Unauthorized Use of Company Vehicles**	➢ **Physical/Drug/Alcohol Reimbursement**
➢ **Safety and Health Program**	➢ **Unauthorized Passengers**
➢ **Speeding Violations**	➢ **Engine Oil**
➢ **Vehicle Damage**	➢ **Kent Vehicle, Equipment, Uniforms**
➢ **Roadside Inspections**	➢ **Accidents/Citations/Violations**
➢ **Drug and Alcohol Testing Clarification**	➢ **Annual Inspections**
➢ **Truck and Trailer Information**	➢ **Driver Dispatch/Off Duty Time**
➢ **Doctor's Appointments**	➢ **On-Call Personnel**
➢ **Cell Phone Agreement**	➢ **Personal Cell Phone Usage**
➢ **Parking of Kent Environmental, A TMS Environmental LLC Company Owned/Leased Equipment**	➢ **HAZMAT Endorsement**
➢ **Driver Logs, Post-Trip Inspections and IFTA Reporting Forms**	➢ **Work Tickets and Supporting Documents**
➢ **Permitted Roads**	➢ **Company Physicals**
➢ **Driver/Vehicle Violations**	➢ **Seatbelt Violations**
➢ **No Record of Duty Status (Logs)**	➢ **Size and Weight Violations**
➢ **3 Point Entry/Exit Policy**	➢ **Daytime Running Lights**

By signing below, I am agreeing to abide by these policies and procedures. Please return ***ONLY*** this page. The endorsements are for your records!

_____ _____

Employee Signature Date Signed

Drug and Alcohol Receipt: I certify that I have read, understand, and have received a copy of the alcohol and drug policy. By accepting employment, I consent to submit to drug/alcohol testing and agree to comply with all of the requirements of the federal, state, and local laws and company policy.

The results of the drug/alcohol tests will be maintained by the driver qualification department and will not release the results to any additional parties without written authorization. I authorize the employing motor carrier to inquire about drug/alcohol test results conducted by previous employer motor carriers and authorize my prior employing motor carriers of the past two years to release all information regarding any alcohol test with a concentration of 0.04 or greater, a positive test for controlled substances and any refusals to be tested.

Accident/Incident/Spill Reporting: It is imperative that all accidents, incidents and spills be reported ***immediately*** to your supervisor. Anyone ***not*** reporting accidents, incidents or spills promptly will be subject to termination of employment.

You must also provide, in writing, your statement of the facts of the accident/incident/spill. Each vehicle should have an accident reporting kit which includes a camera. This kit will assist you in preparing your statement, taking photos of the accident scene and reporting all pertinent information. Please check your vehicle to ensure that you have an accident reporting kit.

Supervisors, it is your job to complete the supervisors portion of the accident/incident report and forward all information to Pat Clay concerning any accident, incident or spill. Pat, will, in turn, conference with upper management as to how to handle the accident, incident, or spill. Supervisors please do not decide not to report an accident, incident, or spill. Your decision could cause your loss of employment.

Supervisors, please remember that all employees involved in an accident are subject to Post-Accident drug and alcohol testing immediately following the accident. Remember, if you are in doubt, REPORT!!!!

Unauthorized Use of Company Vehicles: It has been brought to our attention that some employees may be utilizing company vehicles for personal use. This must stop as we have no liability coverage that will cover you or your passengers while engaged in unofficial business. Our policy states: "The business auto policy does not extend coverage to employees and their family members if the company furnished vehicle is operated outside the scope of the employer's permission or if the employee rents or borrows a vehicle on a personal basis which is not owned, rented or borrowed by the business."

With this in mind, anyone found to be utilizing a company vehicle for personal use is subject to but not limited to termination. Keep in mind that unlawful use of a movable (vehicle) is considered theft which is a felony under the criminal code.

Reimbursement of cost of Pre-Employment Physical and Drug Screens:
Pursuant to Louisiana Labor Law R.S. 23:897 section K:
"Notwithstanding any other provision of law, an employer shall have a right of reimbursement from an employee or an applicant who becomes an employee, provided employee is compensated at a rate equivalent to not less than one dollar above the existing federal minimum wage and is not a part-time or seasonal employee as defined in R.S. 23:1021, for the costs of such employee's or applicant's pre-employment medical examination or drug test if the employee terminates the employment relationship sooner than ninety working days after his first day of work or never reports to work, unless such termination is attributable to a substantial change made to the employment by the employer as applied in Louisiana Employment Security Law."
Therefore, please be aware, any employee terminating prior to 90 working days will be made to reimburse Kent the cost of pre-employment physical and drug testing. The preferable method of reimbursement is a payroll deduction from your final paycheck. If payroll deduction is not a viable option, you will be expected to pay the cost via personal check or money order to your terminal manager.

Safety and Health Program: The employee acknowledges that he/she knows the location of the Safety and Health Program has read the Program and understands the contents of the Program. If the employee is unable to read,

he/she acknowledges that the contents of the Safety and Health Program have been explained to him/her and that he/she understands it.

Complying with all stated policies, including safety, is a condition of employment with this entity.

Unauthorized Passengers: Pursuant to FMCSA Regulation 392.6:

Subpart G — Prohibited Practices
§392.60 Unauthorized persons not to be transported.

(a) Unless specifically authorized in writing to do so by the motor carrier under whose authority the commercial motor vehicle is being operated, no driver shall transport any person or permit any person to be transported on any commercial 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:
(1) Employees or other persons assigned to a commercial motor vehicle by a motor carrier.
(2) Any person transported when aid is being rendered in case of an accident or other emergency.
(3) An attendant delegated to care for livestock.
(b) This section shall not apply to the operation of commercial motor vehicles controlled and operated by any farmer and used in the transportation of agricultural commodities or products thereof from his/her farm or in the transportation of supplies to his/her farm.

I hereby acknowledge that I am in receipt of a copy of Subpart G-Prohibited Practices §392.60 of the Federal Motor Carrier Rules and Regulations manual. I also acknowledge the following disciplinary actions will be enforced if I am found in violation of this policy:

1st Offense	3 days off without pay
2nd Offense	7 days off without pay
3rd Offense	Termination

Speeding Violations: Speeding violations received when driving a vehicle operating under Kent Environmental, A TMS Environmental LLC Company USDOT Number (driver/vehicle examination report), will be subject to the following disciplinary action:
1st Citation = 1 Day Suspension
2nd Citation= 3 Days Suspension
3rd Citation= Subject to termination

Any unit clocked speeding with the company radar will be subject to the following disciplinary action:
1st Violation = (Written) Verbal Warning
2nd Violation = 1 Day Suspension
3rd Violation = 3 Days Suspension
4th Violation = Subject to Termination

Engine Oil: Any employee driving a company owned vehicle is required to make sure that all fluid levels are checked, and vehicle is properly maintained. If any company owned vehicle is checked and found that the engine oil does not reach the dipstick, the employee responsible for that vehicle is subject to immediate dismissal.
Vehicle Damage: Any damage to company owned vehicles which is determined to be due to operator abuse, will be repaired at the operators' expense through payroll deduction.
Issued Vehicles, Equipment, Uniforms, etc.: Any employee leaving without returning uniforms and/or equipment will be subject to payroll deduction for entire cost of missing uniforms in final paycheck. If you are out of work due to an illness or an injury for over seven (7) days, Kent vehicle, uniforms, and equipment are to be returned to your reporting office. Once you return to work uniforms, vehicle and equipment will be re-issued.
Roadside Inspections: Any time you are stopped for a **roadside inspection**, you must contact your immediate supervisor within **24 hours** and report the inspection and any citations issued. You then have **7 days** to turn in the inspection. If you are working away from your normal terminal, turn it in to the terminal where you are working. These

Inspections **cannot and will not** be held by any employee. Any employee receiving a speeding violation will have their truck governed to 62 MPH.

Supervisors, anytime you are notified of an employee receiving a speeding citation, you have 24 hours to report it to Pat Clay. Simply put, all speeding violations should be reported to Pat Clay within 48 hours of their receipt. Allowances will be made for weekends and holidays ONLY!

Any employee not following these guidelines may be subject to **IMMEDIATE TERMINATION!**

Accidents/Citations/Violations: Any employee who drives a company vehicle whether 18-wheeler or pickup is required to report any accidents, citations or violations received **REGARDLESS** of whether the accident, citation or violation was received in a company vehicle or a personal vehicle. The accident, citation or violation must be reported to your immediate supervisor and a copy of the accident report, citation or violation furnished to Pat Clay within 48 hours of receipt. **ANY** accident, ticket, or violation you receive impacts our insurance. Any employee not following these guidelines may be subject to **IMMEDIATE TERMINATION**.

Drug and Alcohol Testing Clarification: This is a clarification on **Kent Environmental, A TMS Environmental LLC Company** drug and alcohol testing policy:

Please be aware, post-accident drug and alcohol tests are ***required*** in the following situations:

1. Any accident/incident where a police report is made, regardless of state, city, or parish police
2. Any accident/incident on a customer's location (includes equipment and/or personnel)
3. Any spill on a customer's location
4. Any employee who is injured or becomes ill requiring medical attention while on job
5. Any incident resulting in damaged equipment

A reminder: A DOT recordable accident is defined as any accident involving a commercial motor vehicle operating on a public road which results in:

A. A Fatality; or
B. A Tow away; or
C. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident

Please keep in mind these are required by the DOT, our customers and our insurance companies. Testing is ***NOT*** optional or on a time permitting basis. Testing must be done immediately following accident/incident/spill. All testing must be completed at one of our approved sites.
Remember, if in doubt….**TEST!**

Annual Inspections: We have had a rash of violations for **NO PROOF OF CURRENT US DOT ANNUAL INSPECTION** (Inspection Sticker).

As the **DRIVER** of the truck, you are responsible for checking that you have a current inspection on the truck and trailer (***EVEN*** if the trailer does not belong to Kent Environmental, A TMS Environmental LLC Company).

If your inspection has expired or you do not have a sticker for the truck or trailer, it must be noted on **YOUR POST TRIP INPECTION REPORT** and reported to the office or mechanic shop. Failing to follow these procedures could result in ***YOU*** paying the penalty ($100 for each violation)

Truck and Trailer Information: All drivers, including owner-operators, are required to complete the **DRIVER—TRUCK—TRAILER** information form on the truck and trailer assigned to them. Anytime your truck/trailer assignment changes, you are required to complete another one of these forms. The form can be obtained from your dispatch office. Once this form is complete it must be faxed to Pat Clay at **(225) 930 4516.** The original must be returned to April Alberado and becomes a part of your driver qualification file.

Driver Dispatch/Off Duty Time: When you are called to go to work, you have ***fifteen (15) minutes*** to return the call to the dispatcher. If you do not call back within this time frame, you are subject to immediate termination.

Once you have been dispatched, you have ***one (1) hour*** to be on the road to the job site ***REGARDLESS OF WHERE THE JOB SITE…NORTH, SOUTH, EAST OR WEST.***

DOCTOR'S APPOINTMENTS: If you have a doctor's appointment scheduled, you must let the office know as soon as the appointment is scheduled. You MUST give the office at least 24 hours' notice prior to the scheduled visit. If you must have more than one (1) day off, you must give one (1) week notice.

On-Call Personnel: All on-call personnel must be available for work 24 hours a day except for scheduled days off or prior approval from management. You must answer your phone when called. If your phone is not working or you will be at a different number, the supervisor on duty must be notified. Drinking alcoholic beverages while on-call is not allowed and is not an accepted excuse. When you are on call, you MUST be ready and available to work at a moment's notice.

The **FIRST TIME** you are on-call and unavailable for work, you will receive a WARNING.
The **SECOND TIME** you will be SUSPENDED without pay for 3 days.
The **THIRD TIME,** you will be SUSPENDED without pay for 5 days.
The **FOURTH TIME,** you will be **TERMINATED.**

Cell Phone Agreement: The following conditions apply to any employee utilizing a Kent Environmental, A TMS Environmental LLC Company phone owned by Kent, its assigns or affiliates:

1. The phone is to be used for Kent Environmental, A TMS Environmental LLC Company business and although personal calls are allowed, they must be kept to a minimum.
2. You must not use the phone in an unsafe manner while operating a motor vehicle or other equipment provided by Kent Environmental, A TMS LLC Company. The cell phone or similar device must not be used while driving, whether business conducted is personal or company related. This prohibition includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, checking for phone messages or any other purpose related to your employment; the business; our customers; our vendors; or any other company or personally related activities not named here while driving or on a company location that bans cell phone usage.
3. Any text message, email or internet usage that is not Kent Environmental, A TMS Environmental LLC Company related will result in loss of cell phone.
4. Distractions occur during driving, however, curbing the use of cell phones, while driving, is one way to minimize the risk, for our employees, of accidents. Therefore, you are required to stop your vehicle in a safe location so you can safely use your cell phone or similar device.
5. If you lose the Kent Environmental, A TMS Environmental LLC Company cell phone, you are responsible for paying for its replacement unless sufficient evidence can be supplied that the phone was stolen or lost outside of your control.
6. When choosing a phone, you will choose a phone offered through the Kent Environmental, A TMS Environmental LLC Company contract or you will personally pay the difference in the cost of the phone of your choosing.
7. If you do not adhere to any part of this agreement, you may be subject to termination or access to the Kent Environmental, A TMS Environmental LLC Company cell phone and/or disciplinary action.

Personal Cell Phone Usage: Cell phone usage is banned from many of our customer's locations. Make sure the location you are on allows cell phone usage before using your cell phone or any electronic device on any location. Many accidents occur when cell phones are used while driving. It is against Kent Environmental, A TMS Environmental LLC Company, company policy for any employee to utilize a cell phone while driving, loading or unloading. Anyone going against this policy is subject to immediate termination as this can result in a serious accident, injury, death or hazardous spill. Texting has been banned by the Department of Transportation (DOT) in

ALL states. If you are involved in a DOT recordable accident, you will be required to furnish the DOT with your cell phone records to prove that you were NOT on the phone and you were NOT TEXTING. The same goes with incidents on our customer's locations. If you have an accident, incident, or spill on a customer location, you will be required to furnish your phone records to prove you were not talking or texting at the time of the accident, incident or spill.

Parking of Kent Environmental, A TMS Environmental LLC Company Equipment: If you are driving a truck and trailer home or parking nearby and backing off the road into your parking spot, this will **NO LONGER BE ALLOWED.** If you are unable to drive in and turn around and drive out, you must drop your trailer at a truck stop or a Kent Environmental, A TMS Environmental LLC Company yard. This policy pertains to both company drivers and owner-operators.

Hazardous Materials and Tank Endorsement: ALL commercial drivers employed by Kent Environmental, A TMS Environmental LLC Company are required to have both a HAZMAT and TANK endorsement. Any commercial driver hired without a HAZMAT endorsement has ninety (90) days to obtain the HAZMAT endorsement or contact April Alberado with a progress report and expected date to obtain this endorsement. Any employee not eligible for a HAZMAT endorsement must notify April Alberado of the reason for ineligibility in writing as this will become a part of your drivers' qualification file.

Any employee without a Tank endorsement will not operate our equipment until the endorsement is obtained. Any employee not following these guidelines is subject to termination.

Drivers Hours of Duty (Logs), Driver Vehicle Inspection Reports (Post Trip Inspections), and IFTA Mileage Reports: ALL drivers are ***REQUIRED*** to submit logs, post-trip inspections, and IFTA Mileage Reports weekly. Both Grid Logs and Exempt Logs along with Post Trip Inspections and IFTA Reporting forms are available at every Kent Environmental, A TMS Environmental LLC Company yard. Anyone not complying with this DOT requirement will NOT be dispatched until such time that all required paperwork is caught up. Repeated offenses may result in disciplinary action up to and including termination.

Work Tickets and Supporting Documents: Each time you come to a Kent Environmental, A TMS Environmental LLC Company yard, ALL paperwork is to be turned in. NEVER hold paperwork for more than one week at a time. You want to get paid for your work. If you hold tickets for longer than one week, the office will be bombarded with paperwork on the week of payroll and you may not be paid for all of your tickets, some may be held until next pay period.
Also, some of our customers require that invoicing be processed immediately upon completion of the job. If we do not have your work tickets, we cannot invoice for your part of the job. If we are not paid for a job because you held paperwork, you will not be paid for the job either.

Permitted Roads: Any driver receiving a violation or citation for not having a permit or going down the wrong road (not following the permitted route), will now be responsible for paying the fine accompanying the violation and/or citation. You must have the permit number and route to and from that location, do not go from one location to another without following the driving route from that parish.
Company Physicals: Pre-employment and recertification physicals must be performed by company doctors. Anyone not utilizing a company doctor will be responsible for the cost of the physical and will also be required to take a physical with a company doctor. We are contracted with Prime Medical, Port Allen, LA; Westlake, LA and Houma Family Clinic, Houma, LA. If you need to renew your physical, please contact your office and have them schedule and appointment for you.

Driver/Vehicle Violations: Drivers and/or owner/operators will be responsible for any fines resulting from a driver violation. This will include, but is not limited to: All moving violations (speeding, stop signs, lane usage, traffic signals, seat belt, etc.), Violations due to driver fault (crossing a posted bridge overweight, not permitted for route, unsecured load, overweight due to driver overloading, annual vehicle inspection or any violations found to be under the drivers control). **The fine amount will be payroll deducted once notification of amount is received.** Remember, **PRE-**

TRIPS AND POST TRIPS ARE MANDATORY. The driver has control of these violations; **KENT ENVIRONMENTAL, A TMS ENVIRONMENTAL LLC COMPANY WILL NOT PAY** for driver neglect.

Seatbelt Violations: Seatbelt violations are some of the weightiest violations issued in a roadside inspection. A seatbelt violation generates 7 points to the company profile and 7 points to the driver's profile as well. Besides the points, it is the law that everyone wears their seatbelt. Effective immediately, the following new policy will be enacted:

1st Offense Seatbelt Violation—3 days off without pay

2nd Offense Seatbelt Violation – Termination

No Record of Duty Status: Effective immediately any employee receiving a violation for "NO RECORD OF DUTY STATUS" is subject to immediate TERMINATION. There is absolutely no valid excuse for receiving this violation especially as we provide all logs to you. It is to your advantage to show an incomplete log rather than no log at all. Please remember if you are using exempt (timesheet) logs and are within your 100 air-mile radius, you must advise the officer of this information.

All of these violations are hurting your driver profile and Kent Environmental, A TMS Environmental LLC company profile. Out of service violations generate the most points and will trigger an audit and possible suspension of your license.

Size and Weight Violations: Per the Texas DOT, future Oversize/Overweight violations may result in a $5,000 administrative fine in addition to the oversize/overweight violation fee. With this information in mind, we are putting each location on notice that any yard/driver/supervisor receiving these violations may be held financially liable jointly (meaning supervisor and employee) for the $5,000 fine. Please do not encourage your employees to load heavy as a portion of this fine may be deducted from your pay. Please make sure all employees are aware of this. We cannot afford any size/weight violations in any state. Please notify all employees that we have a zero tolerance for these violations.

3 Point Entry/Exit Policy: It is a policy of Kent Environmental, A TMS Environmental LLC Company that all employees who have need to enter or exit a vehicle must utilize the 3 Point Entry and Exit system when mounting or dismounting a tractor or trailer. This is meant to maximize employee safety.

THREE-POINT means that three limbs are in contact with the vehicle at all times – two hands and one foot, or two feet and one hand. This method allows a person to have maximum stability and support, thereby reducing the likelihood of slipping and falling.

Nothing should be carried in the hands while entering or exiting the cab. Materials to be placed in the cab should be placed either on the floor of the cab or the seat. When ready to sit down in the cab, they can be safely moved into their proper location.

Not only should this system be used to enter or exit a cab, but when hooking or unhooking tractor lines or climbing onto or off of a truck cargo body or trailer.

If an employee is observed not utilizing the 3 Point Entry/Exit procedure, there may be disciplinary consequences up to and including termination.

Daytime Running Lights (DRL) are designed to increase visibility of your vehicle during daylight hours. It is the policy of Kent that all company vehicles are equipped with Daytime Running Lights and that these lights will be utilized every time a Kent vehicle is operated. Any employee found operating without this valuable safety tool will be subject to disciplinary action.