

DRIVER QUALIFICATION FILE

INSTRUCTIONS

As part of the Pre-Employment procedure in obtaining a Driver position or a position within a safety-sensitive function for **Spencer Paving Company, Inc.**, the enclosed forms must be completed as per the following instructions, and as outlined in the *Federal Motor Carrier's Safety Regulations*, and will be incorporated into a *Driver Qualification File*. Your cooperation in completing these documents in a timely manner and returning the entire packet back to the office is greatly appreciated.

1. **DRIVER'S APPLICATION FOR EMPLOYMENT**
Complete all sections, sign, date and return
2. **PRE-EMPLOYMENT URINALYSIS NOTIFICATION**
Read thoroughly; print your name, sign, date and return
3. **US DEPARTMENT OF JUSTICE (Form I-9)**
Complete Section 1 ONLY, sign, date and return
4. **REQUEST FOR INFORMATION FROM PREVIOUS EMPLOYERS**
Sign authorization at top, date and return
5. **RECORD OF ROAD TEST**
Complete top portion with Name, Address, CDL ID No, State ONLY and return
6. **CERTIFICATION OF VIOLATIONS**
Complete by listing any violations which occurred in the previous 12 months, include CDL information at the bottom, sign and return
7. **CONTROLLED SUBSTANCES/ALCOHOL-USE TESTING PROGRAM**
Read thoroughly, sign ACKNOWLEDGMENT SHEET, and return only that sheet, retain the rest for your use
8. **CURRENT COMMERCIAL DRIVER'S LICENSE**
Enclose a copy of your current CDL
9. **CURRENT MEDICAL CERTIFICATE**
Enclose a copy of any current Medical Certificate
10. **ADDITIONAL DATA REGARDING DRIVER ABILITIES**
Enclose copies of any certificates, awards, etc. that you would like considered and included in your personal DQF