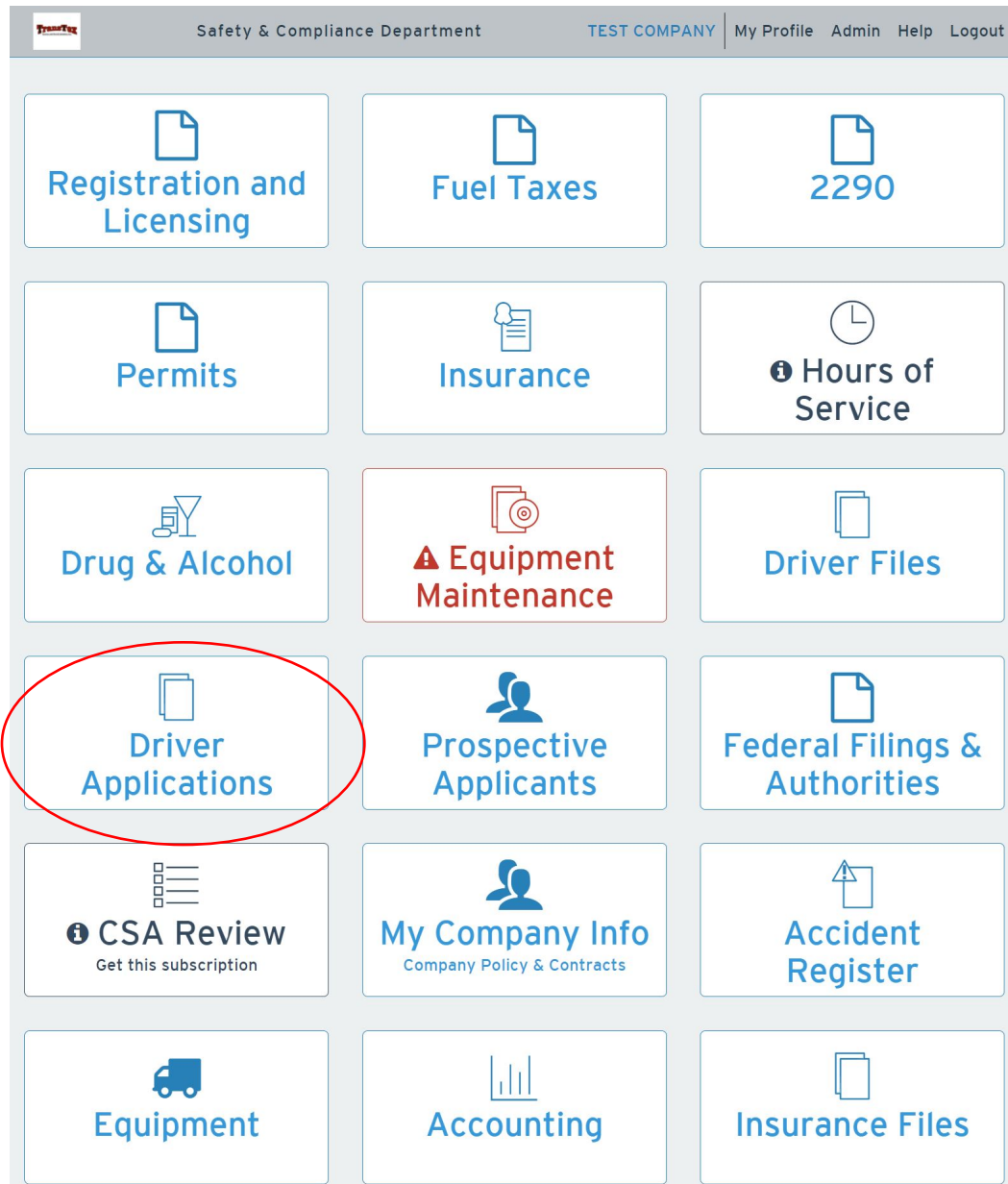


TRANSTEX APPLICATION PROCESS

In this pdf we will look at all the steps from how to send a new applicant your link to apply online, to how to hire your new driver when everything is completed.

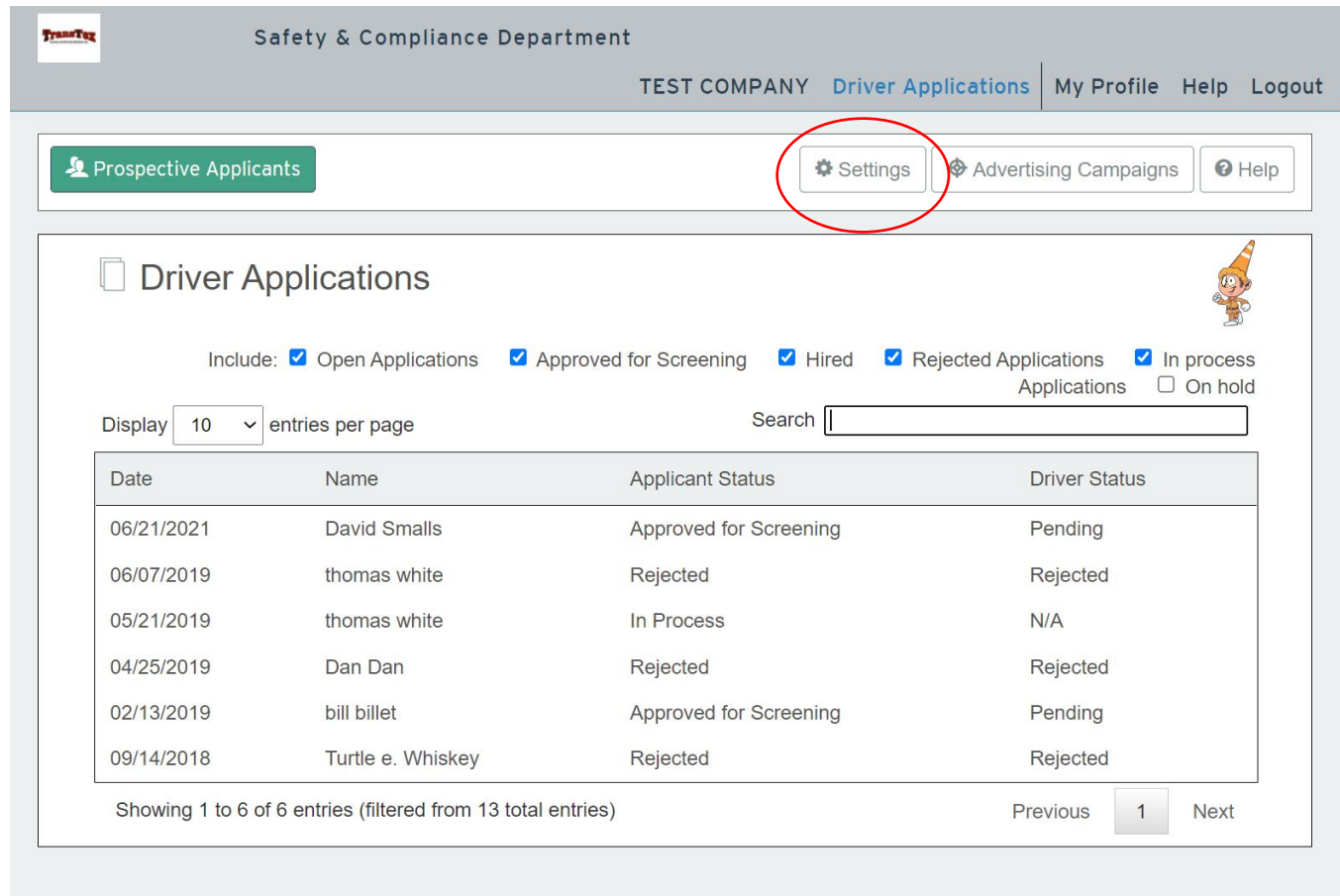
To send your new applicant your link you will need to log into your User Landing using the login information given to you when you first signed up with TransTex. If you don't have your login, you can email TransTex at safety@transtexlps.com and we will provide you with your log in.



Once you log into your User landing you will click on Driver Application. This will take you to review any applicants that have applied to your company, and you will also find your Application Link here.

TRANSTEX APPLICATION PROCESS

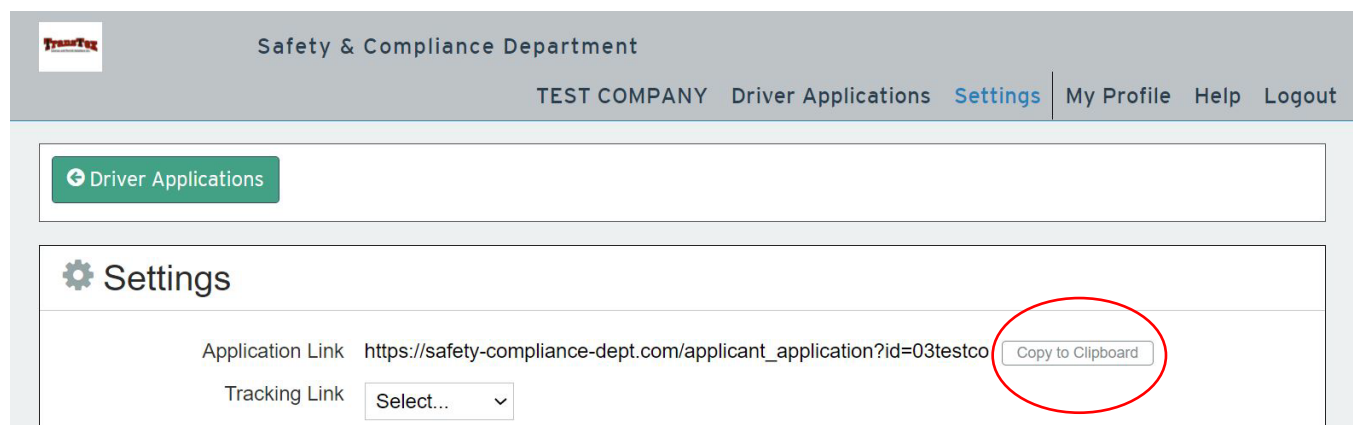
Here in the application screen, you will be able to see all your applicants and their status in the application process.



The screenshot shows the Transtex application interface. At the top, there is a header with the Transtex logo, "Safety & Compliance Department", and navigation links: "TEST COMPANY", "Driver Applications", "My Profile", "Help", and "Logout". Below the header, there is a sub-header with "Prospective Applicants" and buttons for "Settings", "Advertising Campaigns", and "Help". The "Settings" button is circled in red. The main content area is titled "Driver Applications" and includes a filter section with checkboxes for "Open Applications", "Approved for Screening", "Hired", "Rejected Applications", "In process Applications", and "On hold". There is also a "Display" dropdown set to "10" and a "Search" input field. Below this is a table with columns: "Date", "Name", "Applicant Status", and "Driver Status". The table contains 6 entries. At the bottom, it says "Showing 1 to 6 of 6 entries (filtered from 13 total entries)" and has "Previous", "1", and "Next" navigation buttons.

| Date | Name | Applicant Status | Driver Status |
|------------|-------------------|------------------------|---------------|
| 06/21/2021 | David Smalls | Approved for Screening | Pending |
| 06/07/2019 | thomas white | Rejected | Rejected |
| 05/21/2019 | thomas white | In Process | N/A |
| 04/25/2019 | Dan Dan | Rejected | Rejected |
| 02/13/2019 | bill billet | Approved for Screening | Pending |
| 09/14/2018 | Turtle e. Whiskey | Rejected | Rejected |

By Clicking on the Settings button, you will be able to access your Application Link.

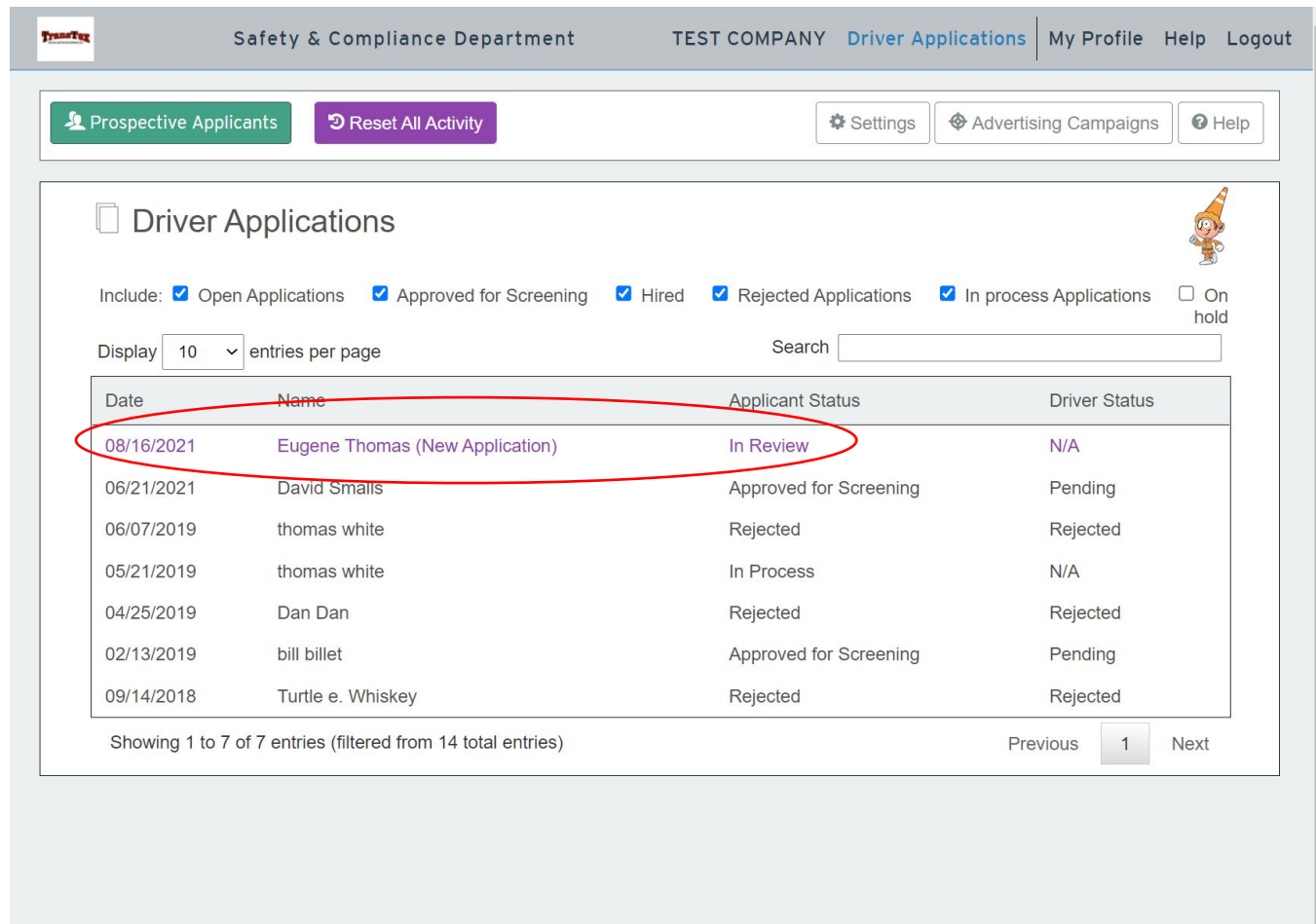


The screenshot shows the Transtex application interface with the "Settings" page selected. The header is the same as the previous screenshot. The sub-header now shows "Driver Applications" and "Settings" (which is highlighted). The main content area is titled "Settings" and includes an "Application Link" field with the URL "https://safety-compliance-dept.com/applicant_application?id=03testco" and a "Copy to Clipboard" button. The "Copy to Clipboard" button is circled in red. Below the "Application Link" field is a "Tracking Link" dropdown menu with "Select..." as the current selection.

At the top of the settings page, you will find your Application Link. To copy this simply click on Copy to Clipboard. You will then be able to paste this to an email or use it to create a hyperlink in your website.

TRANSTEX APPLICATION PROCESS

You new applicant will click on your Application Link that you sent them. They will be prompted to Start the Application. They will enter their personal information and create a password that they will need later in this process to log back in and sign more forms. After they are done with filling out the application, they will be prompted to agree to TransTex running their MVR (Motor Vehicle Report), PSP (Pre-employment Safety Performance report) and doing SPH's (Safety Performance Histories) of their past employment after they are hire. They will then sign the application.



The screenshot displays the TransTex Driver Applications dashboard. At the top, there's a navigation bar with 'Safety & Compliance Department', 'TEST COMPANY', and 'Driver Applications' (highlighted). Below this, there are buttons for 'Prospective Applicants', 'Reset All Activity', 'Settings', 'Advertising Campaigns', and 'Help'. The main section is titled 'Driver Applications' and includes a filter section with checkboxes for 'Open Applications', 'Approved for Screening', 'Hired', 'Rejected Applications', 'In process Applications', and 'On hold'. A search bar and a 'Display 10 entries per page' dropdown are also present. The table below lists applications with columns for Date, Name, Applicant Status, and Driver Status. The first row, dated 08/16/2021 for Eugene Thomas, is highlighted with a red oval and has a purple 'In Review' status. Other rows show various statuses like 'Approved for Screening', 'Rejected', and 'In Process'. At the bottom, there's a pagination bar showing 'Showing 1 to 7 of 7 entries (filtered from 14 total entries)' and 'Previous 1 Next'.

| Date | Name | Applicant Status | Driver Status |
|------------|---------------------------------|------------------------|---------------|
| 08/16/2021 | Eugene Thomas (New Application) | In Review | N/A |
| 06/21/2021 | David Smalls | Approved for Screening | Pending |
| 06/07/2019 | thomas white | Rejected | Rejected |
| 05/21/2019 | thomas white | In Process | N/A |
| 04/25/2019 | Dan Dan | Rejected | Rejected |
| 02/13/2019 | bill billet | Approved for Screening | Pending |
| 09/14/2018 | Turtle e. Whiskey | Rejected | Rejected |

After your applicant has finished his application, you will be notified by email that you have a new applicant ready for review. When you log back into your User Landing and go to your Driver Applications you will notice that this has turned purple. This means you have new activity that requires your attention. To review the applicant's application, you can click on their name. If the status of any applicant is "In Process" you will not be able to click on them, because they have not finished the application.

TRANSTEX APPLICATION PROCESS

The screenshot shows the Transtex application process interface. At the top, there is a header for the Safety & Compliance Department, with a breadcrumb trail: TEST COMPANY > Driver Applications > Driver Application. A green button labeled "Driver Applications" is visible. The main title is "Application for Eugene Thomas". The status is "In Review". On the left, there is an "Action" section with a warning icon and text: "Approving the applicant submits the potential driver to TransTex License and Permit Solutions for applicant screening (MVR/PSP reports). Approving a driver does not hire the driver." Below this are four buttons: "Approve" (blue), "Reject" (red), "Hold Application" (grey), and "Reopen" (grey). The "Approve" and "Reject" buttons are circled in red. Below the action buttons is a "Send Forms" section with a dropdown menu "Select forms to send..." and a "Send Forms" button. Another red circle highlights a "Missing Employment History" warning with the text: "This application has undocumented gaps in the employment history." and a "View Summary" button. At the bottom left is a "Download Application" button. The main content area shows a form with a signature and date (08/16/2021), and sections for "FOR COMPANY USE" and "TERMINATION OF WORKING RELATIONSHIP".

In this screen you can approve the application, or you can reject it. An applicant can be rejected at any time during the application process until they are hired. At that time, they can only be terminated. Always review your application first to make sure that your applicant has filled everything out. The FMCSA requires 10 years of past employment if you are to be audited. In this process the only part of the application that a driver can skip is the past employer section. If your driver has not filled in 10 past years of employment you can Reopen the application and send it back to them so they can finish this portion of the application. You will see all these function keys to the left of the application.

If everything looks good you can click on the blue [Approve] button. A smaller window will pop up. You will need to choose the size of truck that his driver will be operating before you can finish approving the application. Once this is done TransTex will receive an email that a driver is ready for screening. We will then run your MVR, PSP and send your new applicant the consent to full query from your FMCSA Clearinghouse.

The screenshot shows a pop-up window titled "Approve Applicant". It contains the following text: "This will approve the applicant for screening. The applicant will be immediately submitted to TransTex License & Permit Solutions Inc. for screening. In addition, the applicant will be immediately notified that they have been approved for screening." Below this is a dropdown menu labeled "This driver" with the selected option "Operates vehicles 26,001 pounds GVWR and over". At the bottom right are two buttons: "Approve" (blue) and "Cancel" (grey).

TRANSTEX APPLICATION PROCESS

One other thing to remember. If your driver has any gaps in unemployment that are greater than 30 days, then these must be explained. You will see where it says Missing Employment History. By clicking on the blue button [View Summary] (see on the previous page), you can see how large a gap of employment is and reopen the application if needed for your applicant to finish this portion of the application.

The screenshot shows the Transtex application process interface. At the top, there's a header for the Safety & Compliance Department, with a breadcrumb trail: TEST COMPANY > Driver Applications > Driver Application. A green button labeled "Driver Applications" is visible. The main heading is "Application for Eugene Thomas". Below this, the status is "Approved for Screening", by "Thomas White", and on "08/16/2021 9:53am CDT". An "Action" menu on the left includes "Sign Application", "Reopen", "View Driver", "Reject", "Send Forms" (circled in red), and "Missing Employment History". The "Send Forms" button is highlighted with a red circle. Below it, a message states "This application has undocumented gaps in the employment history." with a "View Summary" button. Further down, there are sections for "Correspondence" and "Record of Conversation". The main content area shows the "Application" form for Eugene Thomas, dated 08/16/2021. The form includes fields for Applicant Name, Company Name, Street Address, and Leander, AL 36041. It also contains a section for the applicant to read and sign, followed by a signature line and date. A "FOR COMPANY USE" section includes fields for Applicant Accepted/Rejected, Date driver started working, Department, and Classification. The form is signed by the Interviewing Officer.

After approving the application, you can click on your applicants name again, because you can now send them another group of forms for your new driver to fill out. To the left of the application, you will see "Send Forms". Again, you will need to use the drop-down menu to select the size of truck that your driver will be driving. This is very important because if your new driver is driving a truck that is greater than 26,000 lbs, then they are regulated by the FMCSA on Drug Testing and will required certain forms to be filled out and signed. After choosing the truck size you can click on the blue button [Send Forms]. The driver will also be prompted to upload his driver's license, Social Security Card and Medical Card in this process.

The driver will receive an email asking him to log back into the application process and fill out some more forms. Once he signs these forms, you will them be able to sign them in the driver files section of your User Landing. We will review this later in the PDF.

TRANSTEX APPLICATION PROCESS

You can now click on your drivers name one more time to see the forms that you sent. If the driver has finished signing a form you will see a green check next to the form. If the form needs to be signed by you as the company representative, then you will see a small button that says [Sign]. By clicking here, you can sign the form. Or you can go to Driver Files and sign them.

You will also be sent a couple of forms in your email that you will be able to sign. These forms are not for the Driver to sign. These two forms are the “Record of Road Test” and the “Entry Level Training Certificate”

Driver Applications

Application for Eugene Thomas

Status: Approved for Screening
By: Thomas White
On: 08/16/2021 9:53am CDT

Action

Sign Application
 Reopen
View Driver
 Reject

Forms

- Alcohol and Drug Certified Receipt
- Clearinghouse Limited Query Release
- ✔ DA File Driver's Disclosure Resend
- DA Statement
- Driver Statement of on-Duty Hours
- Driver's License Compliance
- Driver's Violation Statement
- ▶ Entry Level Training Certificate Sign
- Fair Credit Reporting Act Disclosure Statement
- HireRight Release
- ▶ Road Test Examination Sign

✔ Completed ⌚ Pending

Application

Text View

APPLICATION FOR A DRIVING POSITION

| | | | |
|----------------|---|---------------------|------------|
| Applicant Name | Eugene Thomas | Date of Application | 08/16/2021 |
| Company Name | TEST COMPANY | | |
| Street Address | 1404 Deepwoods Trl Leander, AL 38641 | | |

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected groups status.

TO BE READ AND SIGNED BY APPLICANT

I authorize you to make such investigations and inquiries of my employment, safety and performance history and any other related matters as required and permitted under DOT regulations. I also authorize my previous employer(s) to provide such records and information to the Company and release them from any and all liability in responding to such inquiries and releasing information in connection with my application.

In the event I'm chosen for a driving position, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am to abide by all rules and regulations of the Company.

I understand that information I provide regarding current and/or previous employers may be used, and those employer(s) will be contacted, for the purpose of investigating my safety performance history as required by 49 CFR 391.23(d) and (e). I understand I have the right to:

- Review information provided by previous employers
- Have errors in the information corrected by previous employers and for those previous employers to resend corrected information to the prospective employer; and
- Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.

Signature

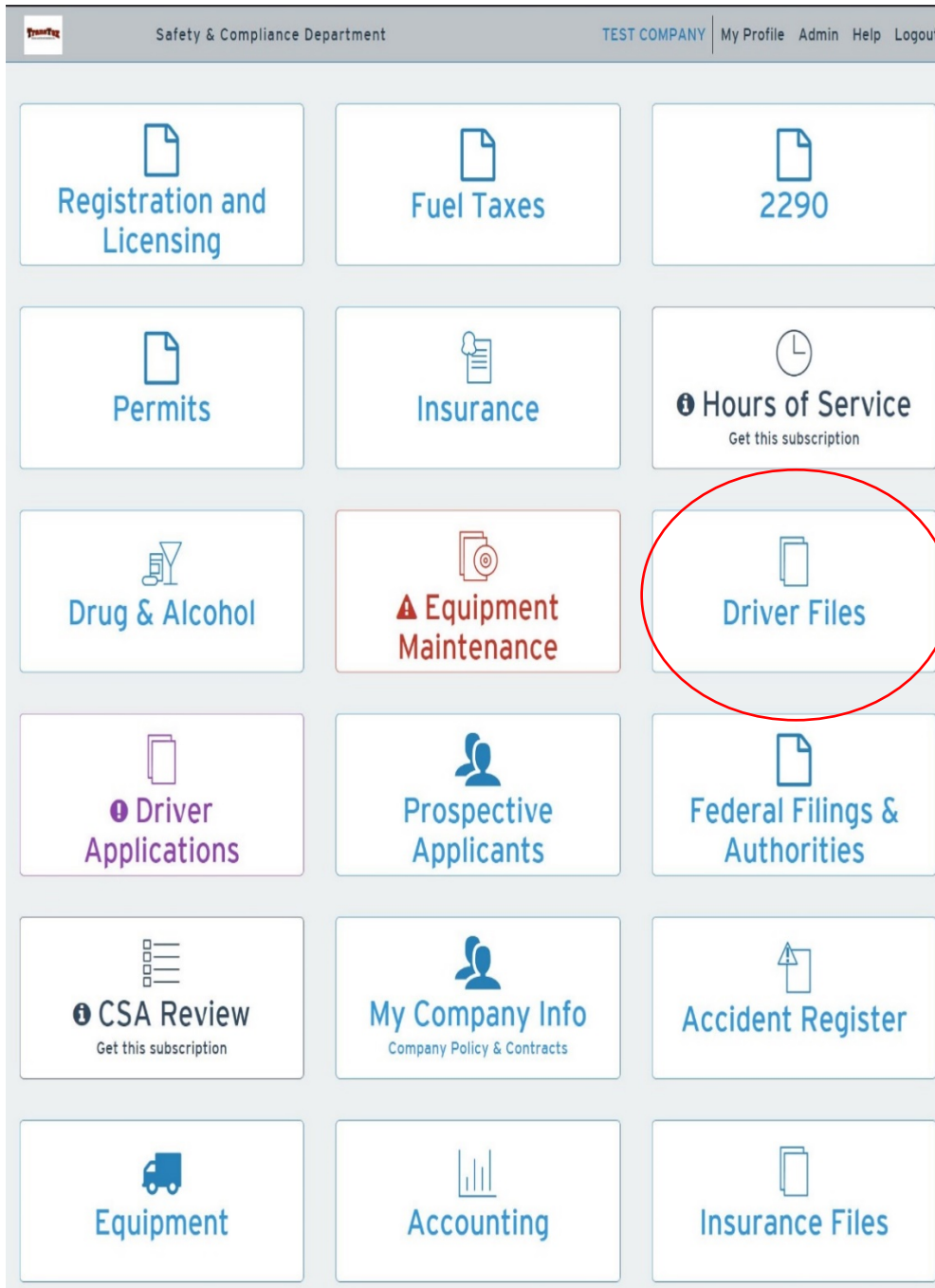
Date 08/16/2021

FOR COMPANY USE

| | |
|--|--------------------------|
| Applicant Accepted _____ | Applicant Rejected _____ |
| Date driver started working for the company _____ | |
| Department _____ | Classification _____ |
| (If Rejected, Summary Report should be placed in file) | |
| Signature of Interviewing Officer | |

The next step is to go to Driver Files to finish your driver's forms. Any time you need to go back to your Dashboard you simply need to click on your company name in the menu bar at the top of the screen, and you will be taken back to your Dashboard.

TRANSTEX APPLICATION PROCESS



Now we will go to driver files to finish working on your drivers' files. Here you will be able to sign their forms online. This is also where you will go any time one of your drivers is non-compliant to see what needs to be done in his files.

You will also be able to upload forms to us through your drivers' driver files, and if you have prospective applicants who are not very good on computers you will be able to manually add them and print off a package of forms for them to fill out. If this is the case, you can find a list of instructions at the end of this pdf on how to fill out all the forms.

Go ahead and click on driver files to take you to your list of drivers.

TRANSTEX APPLICATION PROCESS

You need to make sure that the correct status is checked to see all your drivers. Your choices are Active Drivers, Terminated Drivers, Pending Drivers and Rejected Drivers. You will see these directly above the driver list. To see new drivers, you will need to have Pending Drivers checked.

Safety & Compliance Department TEST COMPANY Driver Files My Profile Help Logout

New Driver Sign Forms OSD Driver Connect Driver Communication Driver Report Utilities

Forms signed by drivers are ready for your signature. Sign Forms

TEST COMPANY Driver Files

Include: ☒ Active Drivers ☐ Terminated Drivers ☒ Pending Drivers ☐ Rejected Drivers

Display 10 drivers per page Search

| Driver Name | Status | SSN/SIN | Birth Date | Drivers License # | DOT | Hire Date | Terminated/Rejected | Fuel Card # | Docs | Compliance Status |
|----------------|---------|-------------|------------|-------------------|--------|------------|---------------------|-------------|---------------|-------------------|
| billet, bill | Pending | 123-45-6789 | 03/17/1968 | 12345678 | 10-26K | 02/13/2019 | | | Non-Compliant | |
| Smalls, David | Pending | 555-33-6666 | 01/01/1965 | 123456789 | >26K | | | | Non-Compliant | |
| Thomas, Eugene | Pending | 456-12-3789 | 03/18/1968 | 12345688 | >26K | | | | Non-Compliant | |

Showing 1 to 3 of 3 drivers (filtered from 16 total entries) Previous 1 Next

Include columns: ☒ Status ☒ SSN/SIN ☒ Birth Date ☒ Drivers License # ☐ State/Province ☐ Postal Code ☒ DOT ☒ Hire Date ☒ Termination Date ☒ Fuel Card # ☐ Terminal/Location ☒ Document Status ☒ Credential Compliance ☒ MVR Review Status

You will notice a blue button in the upper left-hand corner that says [Sign Forms] with a little pen icon. If you click on this button, you will see all the forms that your drivers have signed that need to be signed by a company representative. In this example we have been working with Pending Driver Eugene Thomas. You can see to the right that he has signed all his forms and they can now be signed by you. Simply click on each form and sign as need.

Safety & Compliance Department TEST COMPANY

Driver Files

Forms to Sign


Show 10 entries

| Date | Driver | Form |
|------------------------|---------------|-------------------------------|
| 08/16/2021 11:20am CDT | Eugene Thomas | Driver Violations Statement |
| 08/16/2021 11:20am CDT | Eugene Thomas | Certification of Compliance |
| 08/16/2021 11:20am CDT | Eugene Thomas | Driver Statement of On-Duty |
| 08/16/2021 11:19am CDT | Eugene Thomas | DA Statement |
| 08/16/2021 11:00am CDT | Eugene Thomas | A-D Driver's Certified Record |
| 08/16/2021 10:59am CDT | Eugene Thomas | Entry-Level Driver Training |
| 08/16/2021 10:59am CDT | Eugene Thomas | Record of Road Test |


Showing 1 to 7 of 7 entries


TRANSTEX APPLICATION PROCESS


This is your driver's main page. Here you will see all their information. You will notice some warnings at the top of the page. As we work on getting our driver compliant these will go away until it is time to renew certain documents like Med cards or annual MVR statue.


 Safety & Compliance Department TEST COMPANY Driver Files [Eugene Thomas](#) | [My Profile](#) [Help](#) [Logout](#)


[Driver Files](#)


 Eugene Thomas


 These forms have been signed by the driver, and are pending your signature: A-D Driver's Certified Receipt, Certification of Compliance with Driver's License Requirement, DA Statement, Driver Statement of On-Duty Hours, Driver Violations Statement, Entry-Level Driver Training Certificate, Record of Road Test.


 The health card has expired. This driver is non-compliant until a valid health card is on file.


 There are missing or incomplete forms. This driver is non-compliant until all forms have been completed and filed.

 There are non-compliant files. This driver is non-compliant until all files are completed.

 Address 201 S LAKELINE BLVD STE 702
CEDAR PARK, TX 78613


 Phone Number (512) 456-7142 (Mobile)

Opt-In Status  Not Specified


 Email application@transtexlps.com


Status Pending


SSN/SIN 456-12-3789

 Birth Date 03/18/1968

Drivers License # 12345688 (TX, Expires 03/18/2024)

 Health Card Expiration Date None

 Application Date 08/16/2021


 Hire Date None


Fuel Card # None

Terminal/Location None


DOT Driver Yes

Operates vehicle with GVWR or GCWR of 26,001 pounds or greater? Yes

 Annual MVR Review None

 Driver Files

Non-Compliant Files

 Sign Forms

DQ File

D & A Driver File

D & A Test Results


SPH File

Personnel File

You will see 5 red buttons about halfway down the page if you scroll. These are all your drivers' files. They are red because that section is non-compliant. By clicking on each one of these you will be able to see which files need attention or if they are missing. You will also see another blue button for [Sign Forms].

TRANSTEX APPLICATION PROCESS

If you click on the DQ File button you will see all the files required for this section to be compliant.

 Safety & Compliance Department TEST COMPANY Driver Files Eugene Thomas **DQ File** My Profile Help Logout

Eugene Thomas

Eugene Thomas: DQ File

These forms have been signed by the driver, and are pending your signature: Certification of Compliance with Driver's License Requirement, Driver Statement of On-Duty Hours, Driver Violations Statement, Entry-Level Driver Training Certificate, Record of Road Test. [Sign Forms](#)

Current Forms

Initial MVR

MVR/Violation History

Expired Medical Certificates

| Form | Document Status | Notes | Date |
|---|--|----------------------------|------------|
| Certification of Compliance with Driver's License Requirement | Pending your signature Sign Form | | |
| Driver Application | Non-Compliant | Employer to sign page one. | 08/16/2021 |
| Driver's License | Missing Form | | |
| Driver Statement of On-Duty Hours | Pending your signature Sign Form | | |
| Driver Violations Statement | Pending your signature Sign Form | | |
| Entry-Level Driver Training Certificate | Waiting for driver to sign | Sent on 08/16/2021 | |
| Fair Credit Reporting Act Disclosure Statement | Compliant | | 08/16/2021 |
| Medical Examiners Certificate | Missing Form | | |
| MVR | Missing Form | | |
| Record of Road Test | Waiting for driver to sign | Sent on 08/16/2021 | |
| Request for Driving Record | Compliant | | 08/16/2021 |


You will see that there are many different status's that the forms can have.

- Some are pending your signature because the driver has finished signing the form.
- Others are non-compliant like the Application. Under notes it says Employer to sign page one. You will do this when you hire the driver.
- Some are missing like the Driver's License, Med Card, and the MVR. The driver is supposed to upload the Driver's License and Med card and we will run the MVR once you approve the application as stated above. We will upload the MVR after we run it.

You will sign everything that needs to be signed and go on to the next section.

The next section is the D & A Driver File. These are all the files required by the FMCSA and a few that we require to legally handle documents on your behalf. This is also where you will find all your FMCSA Clearinghouse reports that we run for you. The next page you will see an example of this page.


TRANSTEX APPLICATION PROCESS

 Safety & Compliance Department






TEST COMPANY Driver Files Eugene Thomas **D & A Driver File** My Profile Help Logout

Eugene Thomas

Eugene Thomas: D & A Driver File

 These forms have been signed by the driver, and are pending your signature: A-D Driver's Certified Receipt, DA Statement. [Sign Forms](#)

[⚠ Current Forms](#) [SAP Program Documents](#) [DACH Query History](#)

| Form | Document Status | Notes | Date |
|---|--|--------------|------------|
|  A-D Driver's Certified Receipt | Pending your signature Sign Form | | |
|  DA File Driver Disclosure | Compliant | | 08/16/2021 |
|  DA Statement | Pending your signature Sign Form | | |
|  Clearinghouse Limited Query Release.pdf | Compliant | Needs Review | 08/16/2021 |
| Pre-Employment Clearinghouse Report | | | |
|  DACH Report | Missing Form | | |
| Annual Clearinghouse Report | | | |
| No driver files have been uploaded for Annual Clearinghouse Report. | | | |

The next couple of sections include D & A Test results, SPH File and Personnel File.

- D & A Test results is exactly what it says it is. All your drug test results whether Pre-Employment, Random and Post Accident will be here. We always ask for a CCF (Custody and Control Form) from the clinic every time you give a sample. This is the paperwork that they give you at the clinic. Drug test can be Breath Alcohol and/or Drug Urinalysis. For this section to be compliant we need your Pre-employment CCF and the Results.
- SPH File is where you will find your Safety Performance History reports that we run on your newly hired drivers. If we run a PSP on your driver, you will find this as well. For this section to be compliant you only need the SPH Release Form for us to run your SPH's.
- Personnel File is where you will find your Social Security Card and I-9. This is all that is required for compliance in this section. Although if you have specific documents for your company that you like your drivers to sign, then we will upload those here as well.

Now let's talk about how to get forms that are needed in case you have a driver that has trouble using computers and how to upload forms to us directly from your driver's page.

TRANSTEX APPLICATION PROCESS

If you scroll all the way down to the bottom of your driver main page you will see some other blue buttons. One of them being [Forms]

or GCWR of 26,001 pounds or greater?

Annual MVR Review None

Driver Files

Non-Compliant Files DQ File D & A Driver File D & A Test Results SPH File Personnel File

Sign Forms

Correspondence

Correspondence

Meaningful Action

Notes

Add Note

Assigned Safety Managers

None

Edit

Assigned Equipment

There isn't any equipment assigned to this driver

Edit

Actions

Forms Download Files Add Accident Hire Driver Reject Driver

By clicking on this you will be taken to the forms page where you will be able to pull forms to print and upload them to our system for us to put where they need to go. You will see at the top of this next window a place to upload your drivers forms to us. Simply drag and drop your files and hit upload forms. No need to split files. Just upload them all in one pdf and we will do the rest.

Safety & Compliance Department

TEST COMPANY Driver Files Eugene Thomas Driver Forms My Profile Help Logout

Eugene Thomas

Upload Driver Forms

Form* Choose File No file chosen

Drag and drop file here to upload

Form Type* Uncategorized

Upload Form Cancel

TRANSTEX APPLICATION PROCESS

Drag and drop file here to upload

Form Type* Uncategorized ▾

Upload Form Cancel

Applicant Forms

- ☐ Certificate of Compliance with Driver License Requirements
- ☐ DA Driver File DA Disclosure
- ☐ DA Statement
- ☐ Driver Application
- ☐ Employment History Extra Page
- ☐ PSP Release
- ☐ Request for Driving Record
- ☐ SPH Request Release
- ☐ Clearinghouse Limited Query Release

Select All

New Hire Forms

- ☐ A-D Employees Certified Receipt
- ☐ Driver Statement of On-Duty Hours
- ☐ Driver's Violation Statement
- ☐ Entry-Level Driver Training Certificate or Verification
- ☐ **I-9 Employment Eligibility Verification**
- ☐ Record of Road Test
- ☐ DA Policy (no tolerance)
- ☐ Fair Credit Reporting Act Disclosure
- ☐ SPH Request Response

Select All

Download Forms

Download Selected Forms

If you scroll down in this window you will see all the forms required for a driver to be compliant. If your driver has signed all the forms needed and you have signed your part of the forms, then the only form you need is the I-9. Simply check the box and click on [Download Selected Forms]. This creates a pdf with all the forms that you selected. You will then be able to print it off and fill it out. Once done you can upload it back to us by using the Upload forms section at the top of the window.

The last thing to do now is hire your driver. This will require you going back to the Driver Applications section in your Dashboard. There are also certain requirements before you can legally hire a driver and put him behind the wheel of a Commercial Motor Vehicle.

To hire a driver, you must have all of 4 documents. If you have the following you can hire your driver.

1. A Valid Driver's License
2. A Current Medical Card
3. A Full Query Report run from your FMCSA Clearinghouse that we send the driver.
4. A Pre-Employment Drug Test that shows a negative result.

TRANSTEX APPLICATION PROCESS

Following the same steps in the beginning of this pdf. Go to Driver Applications and click on your pending driver.

The screenshot displays the Transtex application process interface. At the top, the header includes the Transtex logo, "Safety & Compliance Department TEST COMPANY", and navigation links for "Driver Applications" and "Driver Application". A green button labeled "Driver Applications" is visible. The main section is titled "Application for Eugene Thomas". On the left, there is a sidebar with an "Action" section containing buttons for "Sign Application", "Reopen", "View Driver", and "Reject". Below this is a "Forms" section with a list of items: "Alcohol and Drug Certified Receipt" (Sign), "Clearinghouse Limited Query Release" (Resend), "DA File Driver's Disclosure" (Resend), "DA Statement" (Sign), "Driver Statement of on-Duty Hours" (Sign), "Driver's License Compliance" (Sign), "Driver's Violation Statement" (Sign), "Entry Level Training Certificate" (Sign), "Fair Credit Reporting Act Disclosure Statement" (Resend), "HireRight Release" (Resend), "Road Test Examination" (Sign), and "Completed" (Rescind Forms). The main content area shows the application details: "Status: Approved for Screening", "By: Thomas White", and "On: 08/16/2021 9:53am CDT". The application form itself is titled "APPLICATION FOR A DRIVING POSITION" and includes fields for "Applicant Name" (Eugene Thomas), "Company Name" (TEST COMPANY), "Street Address" (1404 Deepwoods Trl, Leander, AL 38641), and "Date of Application" (08/16/2021). It also contains a section for the applicant to read and sign, followed by a "FOR COMPANY USE" section with fields for "Applicant Accepted", "Applicant Rejected", "Date driver started working for the company", "Department", and "Classification".

To the left of the application, you will see a button that says [Sign Application]. By clicking on this you will be taken to another window where you will sign the application and enter in the hire date. Again, you must have the 4 documents stated above before you can hire a driver.

You will also notice that there is a department and Classification section to fill in. These are optional. Larger companies can use this if they have multiple locations or maybe the hire drivers that are non-CDL.

The screenshot shows a "Sign Application" dialog box. It contains a message: "Signing the application will approve the application. Please ensure that you have carefully reviewed the application. If there are errors or omissions in the application, do not sign it, and reopen or reject it instead." Below the message is a large text area labeled "Sign Above". Underneath the text area are input fields for "Department" and "Classification". There is a "Hire Driver" section with a message: "Providing a hire date will allow you to immediately hire this driver. You do not have to provide a hire date to complete the application." and a "Hire Date" input field. At the bottom, there is a "Complete Application" section with a "Complete Application" button and a "Clear Signature" button.

TRANSTEX APPLICATION PROCESS

You have now Finished the application process. If you have any forms that are incomplete or missing you can go to the forms section of that driver and download them. You will continue to receive emails every Monday if you have any drivers that are not compliant, or their Driver's license and/or Med card is coming up for renewal. Feel free to email TransTex if you have any questions on the Application process at safety@transtexlps.com.

Below are instructions for filling out all the documents required for compliance.

1. **APPLICATION:** The applicant needs to fill out the application pages attached completely. This means they need to fill in everything and answer everything. If you don't have an answer, then you need to put "none" or "n/a". The applicant will need to provide me 10 years of past employment. If there are any gaps of unemployment that are over 30 days, then they will need to explain.
2. **CERTIFICATION OF COMPLIANCE WITH DRIVER LICENSE REQUIREMENTS:** The applicant needs to sign and date, and then the company representative needs to print, sign, date and enter title.
3. **D&A DRIVER DISCLOSURE:** This form is the only form that is not titled. I just need the applicant to sign this. It is so I can legally handle the driver's drug and alcohol testing documents.
4. **PREVIOUS PRE-EMPLOYMENT DRIVER ALCOHOL AND DRUG TEST STATEMENT:** The driver will need to check the appropriate boxes, sign, and date. The company representative (Witnessed) will need to sign and date.
5. **REQUEST FOR CHECK OF DRIVING RECORD.** The applicant only needs to sign and date at the top of the form. **Please do not fill anything else out.** This allows me to run your MVR's (motor vehicle reports)
6. **SAFETY PERFORMANCE HISTORY RECORDS REQUEST:** There are two pages here. The applicant only needs to sign in the middle of the first page. **Please do not fill anything else out.** This allows me to do your Safety Performance Background Checks (SPH's). Our system pre-populates these pages and filling out the form will hinder this process. This form is for past employment to fill out. Not your applicant or you.
7. **GENERAL CONSENT FOR LIMITED QUERIES OF THE FMCSA DRUG AND ALCOHOL CLEARINGHOUSE:** The applicant only needs to sign and date this form. This allows me to run limited queries in the Clearinghouse without consent.
8. **ALCOHOL AND DRUG EMPLOYEE / DRIVERS CERTIFIED RECEIPT:** Print your applicants name at the top and check all the boxes. Then the applicant needs to sign and date, and the company representative needs to sign and date.
9. **DRIVER STATEMENT FOR ON-DUTY HOURS:** This form can be confusing. The top part of the form pertains to the 7 days before the applicant started working for you, so the dates must be accurate. If the driver works zero hours during this time, then just enter zeros. Add the time, date, and driver's signature. The second part on the bottom is just asking if your applicant is going to be working for any other company while working for you. Check the appropriate boxes and then the applicant signs and dates. The company representative signs and dates after the applicant does.
10. **CERTIFICATE OF VIOLATIONS/ANNUAL REVIEW OF DRIVING RECORD:** The applicant needs to fill in any accidents they have had in the past 12 months. If no accidents, then just check the box. Then the applicant signs and dates. The company representative checks the appropriate box on the bottom portion, then prints their name, signs, dates and add title.
11. **ENTRY LEVEL DRIVER TRAINING CERTIFICATE OR VERIFICATION:** Only the company representative signs this. Where you sign and date depends on the number of years' experience your applicant has. If the

TRANSTEX APPLICATION PROCESS

applicant has less than one year of experience, then just sign in the middle of the page above the asterisks. If the applicant has more than one year of experience, then just sign on the bottom line. Please do not sign both or this form will be non-compliant and will need to be redone.

12. **I-9:** This is for employment eligibility in the U.S. There are 2 pages here Please fill out all sections needed. Applicant signs and dates the first page, and the employer or company representative signs and dates the second page.
13. **DRIVERS RECORD OF ROAD TEST:** This form has 2 pages. Fill out all equipment information. If you did not perform a road test for your driver you can check the box at the bottom of the first page that states "We have accepted driver's CDL in lieu of road test. Driver will not be driving doubles, triples or tanks". Company representative will sign and date and add title both pages.
14. **FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT:** Applicant only needs to sign and date this form.