

LOSS CONTROL DATA GUIDE

Application Addendum for Drivers of Automobiles, Vans, and Light Trucks

Below is a sample Application Addendum to be used when hiring drivers for Automobiles, vans and light trucks. To ensure all pre-employment procedures, tests and checks comply with state and federal law, it is advisable to consult with an attorney before implementing.

Our business considers the safe operation of vehicles critical to our success. Please complete the following so that we can help ensure that you are qualified to operate our vehicles.

Applicant's Name (print): _____ Telephone No. _____
(First) (Middle Initial) (Last)

Applicant's Current Address: _____

Applicant's Previous Addresses (if living at current address for less than three years):

DRIVER LICENSES

(List all licenses held in past 3 years and indicate those that are current.)

Issuing State	License Number	Class	Endorsement(s)	Expiration
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever been denied, or had revoked or suspended, any license, permit, or privilege to operate a motor vehicle?

Yes No

If you answered YES to the above question, give details (if more space is needed, attach sheet): _____



TRAFFIC VIOLATION CONVICTIONS AND FORFEITURES FOR PAST 3 YEARS (OTHER THAN PARKING)

Location (City & State)	Date	Charge	Penalty
_____	_____	_____	_____
_____	_____	_____	_____

DRIVING EXPERIENCE

Class of Equipment	Dates (From - To)	Total Miles Driven (approximate)
Automobile	_____	_____
Van	_____	_____
Pickup	_____	_____
Truck/Tractor	_____	_____
Bus	_____	_____
Other: _____ <small style="margin-left: 20px;">Specify)</small>	_____	_____

ACCIDENT RECORD FOR PAST 3 YEARS

(If more space is needed, attach sheet.)

Date	Location	Nature of Accident	Fatalities	Injuries
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

BACKGROUND

Have You Ever Been Convicted of a Felony? Yes No

Have You Ever Been Refused Bond? Yes No

If you answered 'Yes' to either question, give details (if additional space is needed attach sheet):
