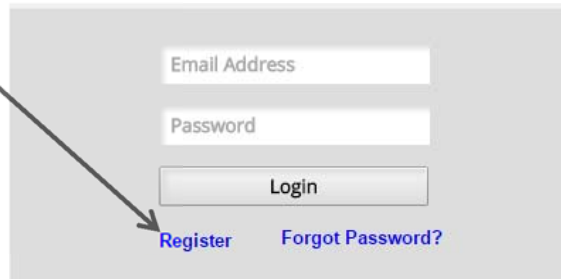



ONLINE DRIVER APPLICATION INSTRUCTIONS

1. Once you have selected the provided link, you will be taken to the following screen, where you will select **"Register"**.



A screenshot of a web form with a light gray background. It contains two input fields: "Email Address" and "Password". Below the "Password" field is a "Login" button. At the bottom of the form, there are two blue links: "Register" and "Forgot Password?". A black arrow points from the "Register" link in the screenshot to the "Register" link in the text of step 1.

2. You will then be prompted to provide your Email Address and Password before selecting **"Register"**.



A screenshot of a registration form with a light gray background. It contains three input fields: "Email Address", "Password", and "Confirm Password". Below the "Confirm Password" field is a "Register" button. Two black arrows point from the text of step 2 to the "Email Address" and "Password" input fields. A third black arrow points from the "Register" button in the screenshot to the "Register" link in the text of step 1.

***If you do not have an active email address, you may use dummy information. Please note that if the email is not active you will not be able to recover your password if it is lost, so please **write it down**. The password must be at least 8 characters.

***Registering for the Online Driver Employment Application will only give you the ability to log in and out of the application to complete it.

3. After registering, you will be prompted to re-enter your login credentials and select **"Login"**. Once this is completed, you will be logged into the Driver Application.

ONLINE DRIVER APPLICATION INSTRUCTIONS

*****PLEASE NOTE THAT ALL FIELDS HIGHLIGHTED PINK ARE REQUIRED TO BE COMPLETED BEFORE THE APPLICATION WILL ALLOW YOU TO SUBMIT IT.**

Driver Info

- Residence
- Employer
- Qualifications
- Past Record
- Accidents
- Violations
- Education
- Signature

Driver details

First Name Date of Birth

Middle Name SSN

Last Name Phone

Location Selected: Dallas, TX

Check the box next to the location you are applying to below

- Sample Trucking
 - Central
 - Cleburne
 - North
 - South
 - Dallas, TX
 - Houston, TX
 - Lufkin, TX
 - Georgia
 - Online Applicants
 - Tennessee
 - Texas

Driver License

DL Number Select State

DL Expires Select Class

Driver License Endorsements (Please check all that apply.)

- Cargo Tanker
- Charter Bus(IL)
- Double/Tripplle
- For Hire Non-Commercial Class D
- Passenger
- School Bus
- School Bus, Private(TN)
- Tanker
- Hazmat
- Hazmat Tanker

Hazmat Expiration

4. Begin entering your personal information in the fields, as specified.
5. Click or check the location you are currently assigned to or which location you are applying for.
6. After you have completed the location selection and the remainder of the required Driver Info tab, select **"Next"** to move to the **"Residence"** history.

Driver Info

- Residence
- Employer
- Qualifications
- Past Record
- Accidents
- Violations
- Education

Residence History

Enter at least 36 months of residence history including current residence.

Residence Records

| Address |
|---------|
|---------|

Add Record

Address

City

State

Zip Code

Duration (Months)

Current Yes No


Page 1 of 0

7. Select **"Add Residence"** to make an entry. To fulfill DOT requirements, you must list 3 consecutive years of prior residency information before selecting **"Next"** to move on to employment history.

ONLINE DRIVER APPLICATION INSTRUCTIONS

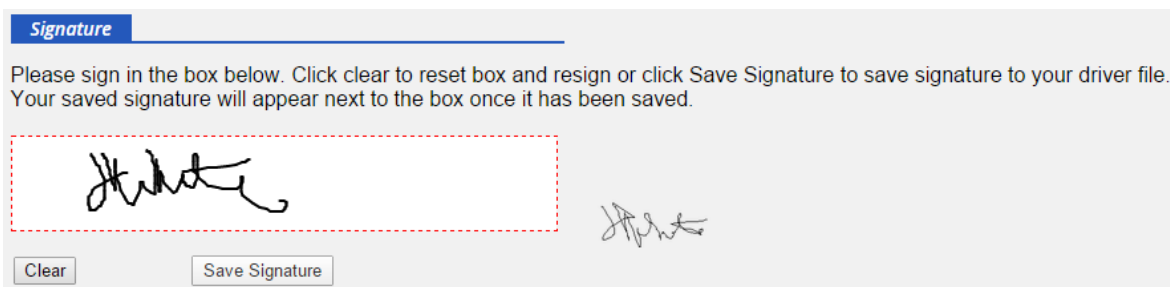
- You will follow the same process for entering your previous employment history. Please note that the application will require the listing of **10 years** of consecutive employment history unless otherwise specified by the employer. If you cannot easily provide the exact date when entering the month/day/year for your schooling or employment history, you may estimate as a 30 day discrepancy is allowed.

***If you are a current driver with your company completing the Online Application after already being hired to satisfy employer requirements, you must list them as your current employer and then be sure to provide the remainder of the required employment history.

- Once your **"Employer"** history is complete, you will select next to move on to entering your Qualifications, Past Record, Accidents, Violations & Education History. The system will prompt you if any information is missing by marking any sections with an error icon  until it is completed properly.

- After all sections of the application are completed, you will be prompted to provide your signature.

***If completing the application on a desktop computer, you will use your mouse to sign in the box provided. If utilizing a handheld computer, pad or notebook, you may sign with your finger or stylus pen, as seen below.



The screenshot shows a digital signature input interface. At the top, there is a blue header with the word "Signature" in white. Below the header, a grey box contains the following text: "Please sign in the box below. Click clear to reset box and resign or click Save Signature to save signature to your driver file. Your saved signature will appear next to the box once it has been saved." The main area features a red dashed rectangular box containing a handwritten signature in black ink. To the right of this box, the same signature is shown as a saved example. At the bottom of the interface, there are two buttons: "Clear" and "Save Signature".

- Once all required sections have been completed, you will notice an added section for Releases, but you will not have to select this tab. The system will take you through the releases automatically for review and acceptance of each document.



ONLINE DRIVER APPLICATION INSTRUCTIONS

12. After your signature is saved and **"Next"** is selected, you will notice that all of your information is populated onto the corresponding forms for processing. You will need to select **"Accept Form"** on each form and then click **"Save and Continue"** until you have accepted all forms.

The screenshot shows a form with two main sections: **Qualifications** and **Education and Skills**. The **Qualifications** section includes questions about previous employment, current employment, and driving experience, each with 'Yes' and 'No' radio button options. Below these are two tables: one for 'Type of Equipment' with columns for Start Date, End Date, and Miles Operated; and another for 'Education and Skills' with columns for Type of School, Name and City/State, Start Date, End Date, and Did you Graduate? The **Education and Skills** section also includes a 'Check the highest grade completed:' section with radio buttons for High School (grades 9-12), College (grades 1-4), and Graduate School (grades 1-6). At the bottom of the form, there is a signature field with a handwritten signature and a text box containing the statement: 'By accepting this form I certify I have read the form above and authorize Lee TranServices to apply my signature on file to this document.' Below this text box are two buttons: 'Accept Form' (with a checked checkbox) and 'Save and Continue'.

13. When all of the required releases have been accepted, you will be given the opportunity to view your signature on each of them. Please print or save a copy for your records by selecting the appropriate icon below if you would like, as you will no longer have access to log back in to review once submitted.

The screenshot shows the bottom portion of the form, including the signature field and the text box from the previous step. Below the text box is a toolbar with several icons: a home icon, left and right arrow icons, a magnifying glass icon, a plus icon, a save icon (floppy disk), and a print icon. The save and print icons are highlighted with a red box. Below the toolbar is a button labeled 'Finalize Application Submission'.

ONLINE DRIVER APPLICATION INSTRUCTIONS

14. If you are satisfied with the completed application and have saved or printed a copy for your records, you will select **"Finalize Application Submission"**.

The screenshot shows a web browser window displaying the "Sample Trucking Driver Contractor Application Form". The form is titled "Sample Trucking" and "Driver Contractor Application Form". It includes a "Return to Menu" link in the top left. The form is divided into several sections: "General Information", "Driver's License", "Qualifications", and "Education and Skills". The "General Information" section contains fields for Name (JACK, A, SAMPLE), Date of Birth (09/01/1982), Social Security # (123-45-6789), Telephone, Address (123 SAMPLE ROAD, LUFKIN, TX, 75901), and Duration (36 Months). The "Driver's License" section includes DL Number (12345678), DL State (TX), DL Expires (09/30/2015), DL Class (A, B, C, D, E, Non-CDL), and DL Endorsements (Double/Triple, Tanker, HazMat, HazMat Tanker, Passenger, School Bus). The "Qualifications" section has checkboxes for "Have you worked for this company before?", "Are you currently employed?", and "Do you have driving experience?". The "Education and Skills" section includes a table for "Check the highest grade completed:" with options for High School (9-12), College (1-4), and Graduate School (1-6). A toolbar with navigation and utility icons is visible at the bottom of the form. Below the form, a text box states "All required releases have been accepted, and can be reviewed in the box above." and a button labeled "Finalize Application Submission" is highlighted with a red arrow pointing to it.

[Return to Menu](#)

Sample Trucking

Driver Contractor Application Form

Terminal: Online Applicants Last, First Name: SAMPLE, JACK Hire Date: DriverID:

General Information

Name: JACK, A, SAMPLE Date of Birth: 09/01/1982
Social Security #: 123-45-6789 Telephone: Address: 123 SAMPLE ROAD, LUFKIN, TX, 75901 Duration: 36 Months

List addresses for past 3 years:

Address: Duration: Months
Address: Duration: Months
Address: Duration: Months

Driver's License

DL Number: 12345678 DL State: TX DL Expires: 09/30/2015

DL Class: Please select only one.
 A B C D E Non-CDL

DL Endorsements: Please select all that apply.
 Double/Triple Tanker
 HazMat HazMat Tanker
 Passenger School Bus

Qualifications

Have you worked for this company before? Yes No
If yes, what dates? From: To: Yes No
Are you currently employed? Yes No
Do you have driving experience? (If yes, please enter it below.) Yes No

| Type of Equipment | Start Date (month/year) | End Date (month/year) | Miles Operated |
|-------------------|-------------------------|-----------------------|----------------|
| | | | |
| | | | |
| | | | |

Education and Skills

Check the highest grade completed:

High School 9 10 11 12
College 1 2 3 4
Graduate School 1 2 3 4 5 6

All required releases have been accepted, and can be reviewed in the box above.

Finalize Application Submission