



4089 ABBOTT DRIVE PO BOX 796 WILLMAR, MINNESOTA 56201 (320) 235-7630 FAX (320) 235-5715

### ANNUAL REVIEW OF DRIVING RECORD

NAME OF DRIVER: \_\_\_\_\_

DRIVER ADDRESS: \_\_\_\_\_

SOCIAL SECURITY # : \_\_\_\_\_ DATE OF EMPLOYMENT: **PENDING**

Number & Street City State Zip

DRIVER'S LICENSE # : \_\_\_\_\_ EXP DATE: \_\_\_\_\_

ANNUAL REVIEW

NEW APPLICANT

INSTRUCTIONS TO CARRIER: Review the driving record of the employee in accordance with Section 391.25 and as outlined below. Complete the Certificate of Review as listed. Any remarks may be shown on the reverse side.

In accordance with Department of Transportation Section 391.25, a motor carrier shall, at least once every 12 months, review the driving record of each driver it employs to determine whether that driver meets minimum requirements for safe driving or is disqualified to drive a motor vehicle pursuant of Section 391.15.

In reviewing a driving record, the motor carrier must consider any evidence that the driver has violated applicable provisions of the Federal Motor Carrier Safety Regulations and the Hazardous Materials Regulations. The motor carrier must also consider the driver's accident record and any evidence that the driver has violated laws governing the operation of motor vehicles, and must give great weight to violations, such as speeding, reckless driving, and operating while under the influence of alcohol or drugs, that indicate that the driver has exhibited a disregard for the safety of the public.

The following named person has made application with us for employment as a driver. The applicant has indicated that the below numbered operator's licenses has been issued by your State to applicant and that it is in good standing.

In accordance with Section 391.23 (a) (1) and (b) of the Federal Motor Carrier Safety Regulations, we are required to make inquiry into the driving record during the preceding three (3) years of every State in which an applicant-driver has held a motor vehicle operator's license during those three (3) years.

Therefore, please certify to us what the individual's driving record is for the preceding three (3) years, or certify that no record exists if that be the case.

I hereby authorize you to release the following information to **West Central Sanitation** for the purposes of investigation as required by Section 391.25 or 391.23 of the Federal Motor Carrier Safety Regulations. You are released from any and all liability that may result from furnishing such information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Manager Signature

\_\_\_\_\_  
Date