



Bee Line Transportation

Employment Application Part 1, page 1 of 8

Date of Application _____

Position applying for. Bus Driver Bus Monitor Dispatcher Bus Washer Other _____

Name _____
Last First MI

Social Security Number _____ Date of Birth ____/____/____

Phone Number _____ Cell Number _____

email _____

Best way to contact me is cell phone home phone email

Home Address

Street _____ City _____ State _____ Zip _____

Mailing Address (If different than home address)

Street _____ City _____ State _____ Zip _____

I am a citizen or national of the United States I am an alien authorized to work until _____ Alien # or Admission # _____

Have you worked for this company before? yes no If so, Where? _____

Dates of Bee Line Employment From ____/____/____ to ____/____/____ Rate of pay _____ Position _____

Reason for leaving _____

How did you hear of the job? Newspaper Bee Line website Job board Friend _____ Rate of pay expected _____

Equal Opportunity Employer

Bee Line Transportation, LLC is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. We prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Bee Line Transportation, LLC

Tucson PO Box 17391 Tucson, AZ 85731 • 520-760-8784 fax 520-885-2421
Casa Grande 2676 N Trekel Rd., Casa Grande, AZ 85122 • 520-316-3382 Fax 520-836-5439
Toltec 3315 N. Toltec Rd., Eloy AZ 85231 • 520 466-2396 ext 2396 fax 520-466-2377



Bee Line Transportation

Employment Application Part 1, page 2 of 3

Please print and answer all questions

Name _____
Last First MI

List your address of residency for the last 3 years with current Address First

Street _____ City _____ State _____ Zip _____

Education

Circle highest grade completed: 1 2 3 4 5 6 7 8 High School: 1 2 3 4 College: 1 2 3 4 Other _____

Schools attended, last first Address of School Major Studied

Please list **at least three people** who are not related to you that we may contact for a personal reference.

1 Name _____ Address _____

City _____ State _____ Zip _____ Phone number _____

This person is (friend, former employer, teacher, etc) _____

2 Name _____ Address _____

City _____ State _____ Zip _____ Phone number _____

This person is (friend, former employer, teacher, etc) _____

3 Name _____ Address _____

City _____ State _____ Zip _____ Phone number _____

This person is (friend, former employer, teacher, etc) _____

4 Name _____ Address _____

City _____ State _____ Zip _____ Phone number _____

This person is (friend, former employer, teacher, etc) _____

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Employment History

Applicant name _____

All driver applicants who drive in interstate commerce must provide the following information on all employers during the preceding **10 years**. Please list complete mailing addresses, street numbers, city, state, and zip codes.

Applicants who drive a commercial motor vehicle in intrastate or interstate commerce shall also provide information on those employers for whom the applicant operated such vehicle.

List employers and employment dates in reverse order **starting with the most recent**. Add another sheet as necessary.

Employer/Company _____ From _____ To _____
Address _____ City _____ State _____ Zip _____
Contact person _____ Phone _____ Fax _____
Position held _____ Reason for leaving _____ Wages _____

Employer/Company _____ From _____ To _____
Address _____ City _____ State _____ Zip _____
Contact person _____ Phone _____ Fax _____
Position held _____ Reason for leaving _____ Wages _____

Employer/Company _____ From _____ To _____
Address _____ City _____ State _____ Zip _____
Contact person _____ Phone _____ Fax _____
Position held _____ Reason for leaving _____ Wages _____

Employer/Company _____ From _____ To _____
Address _____ City _____ State _____ Zip _____
Contact person _____ Phone _____ Fax _____
Position held _____ Reason for leaving _____ Wages _____

Employer/Company _____ From _____ To _____
Address _____ City _____ State _____ Zip _____
Contact person _____ Phone _____ Fax _____
Position held _____ Reason for leaving _____ Wages _____

Employer/Company _____ From _____ To _____
Address _____ City _____ State _____ Zip _____
Contact person _____ Phone _____ Fax _____
Position held _____ Reason for leaving _____ Wages _____

Employer/Company _____ From _____ To _____
Address _____ City _____ State _____ Zip _____
Contact person _____ Phone _____ Fax _____
Position held _____ Reason for leaving _____ Wages _____



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Employment Application Part 1, page 4 of 8

Applicant name _____ Date _____

Is there any reason you might be unable to perform the functions of the job for which you have applied? yes no

List past or current experience in the following:			
Class of equipment	Type of equipment (Van, Tandem, Flat, Etc)	Dates From To	Approximate number of miles (Total)
Straight Truck			
Tractor and Semi-Trailer			
Tractor-Two Trailers			
Motor coach-School Bus			

other

Have you ever been convicted of a crime of any level? yes no If Yes, Please list below.

Dates	Description	Outcome

Have you had any vehicle accidents in the last 3 years? yes no If Yes, Please list below with most recent first.

Date	Nature of accident (Head on, Rear End, Etc)	Fatalities	Injuries

Have you had any Traffic Convictions and/or forfeitures for the past 3 years? yes no If Yes, Please list below

Date	Conviction

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Applicant name _____

Experience and qualifications

If applying for other positions (monitors, office, dispatch, etc) please give information relevant to the position.

Drivers Licences

State	License number	Type	Expiration date

Have you ever been denied a license, permit or privilege to operate a motor vehicle? yes no

Has any license, permit or privilege ever been suspended or revoked? yes no

If the answer to either of the above questions is yes, please attach a statement giving details.

Driving experience (If none, write N/A)

List states operated in for the last five years _____

Show special courses or training that will help you as a driver _____

Which safe driving awards do you hold and where are they from _____

Show any trucking, transportation or other experience that may help in your being considered to work for this company.

List courses and training other than shown elsewhere in this application.

List special equipment or technical materials you can work with (other than those already shown).

TO BE READ AND SIGNED BY APPLICANT

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, financial, or medical history and other related matters as may be necessary in arriving at an employment decision. (Generally, inquiries regarding medical history will be made only if and after a conditional offer of employment has been extended.)

I hereby release employers, schools, health care providers and other persons from all liability in responding to inquiries and releasing information in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge, I understand, also, that I am required to abide by all rules and regulations of Bee Line Transportation, L.L.C. and their clients.

Date

Applicant's Signature

Drug use and Testing

Bee Line Transportation LLC is a drug and alcohol free company. The drug and alcohol use and testing policy applies to all Bee Line employees. The use of any illegal/controlled substance such as, but not limited to, marijuana, cocaine, amphetamines, etc., is prohibited whether on or off duty, or on or off company property. Also prohibited is the possession of controlled substances without a prescription, offering or selling controlled substances and alcohol misuse. **There is zero tolerance.**

Employees with a positive drug or alcohol test will be terminated.

Bee Line Transportation LLC has a drug testing program that is in compliance with the mandatory drug and alcohol testing regulations of the US Department of Transportation. The Federal Motor Carrier Safety Regulations mandate the following tests. Refusal or failure to submit a specimen for testing will be cause for discipline up to and including termination.

Pre-employment - All driver applicants must be drug and alcohol tested before being hired. Applicants with a positive test result will not be considered for employment.

Random - At least 50% of our drivers must be randomly drug tested annually, and 10% randomly alcohol testes annually.

Yearly - All drivers must be tested annually as per DOT regulations. The DOT regulations prohibit the release of specific drug test results to unauthorized persons without written permission of the employee. An exception would be in the event of a hearing or court case by order of a court.

Prescription drugs - In the event a drug test is positive, a Medical Review Officer will contact the employee to ascertain whether a prescribed medication was taken at the time of the drug test. Based on this information, the officer may request written confirmation from the doctor prescribing the medication. The Medical Review Officer will make a final determination on the cause of the test result. Delay or failure to provide the requested information will cause the Medical Review Officer to report the test as positive.

The company will conduct an educational program of at least sixty minutes for drivers to review the effects and consequences of controlled substance use on personal health and safety, the manifestations on behavior and indicators of controlled substance abuse. The company will make every effort to answer your questions on the drug testing program.

Reasonable cause - A supervisor or manager who has reason to believe a driver may be using drugs or alcohol will require the driver to be tested.

Post accident - A driver involved in an accident reportable to the US Department of Transportation and issued a citation for a moving violation must submit to a drug and/or alcohol test within six hours from the time of the accident unless Bee Line Transportation LLC authorizes a time extension. Any driver who does not submit to testing within the time constraints shall be considered to be refusing to submit to testing and subject to discipline up to and including termination.

Confidentiality - The DOT regulations have provisions to protect privacy and all testing sites shall observe specific procedures assuring there are no mix-ups or tampering with specimens. A custody control form is used to identify specimens and the container is sealed in the presence of the employee. The employee must sign the custody control form and be given a copy. The specimen is sent to laboratory certified by the National Institute for Drug Abuse.

The drug testing sites will use trained Medical Review Officers as required by USDOT. The test results are sent to the Medical Review Officer to review and advise the company of the results. Should the results be positive, the officer will make an effort to contact the employee to determine if there is a legitimate cause that may have produced the results. Only after this evaluation will the officer report the results to the authorized administrators of Bee Line Transportation LLC.

This acknowledges that I (print name) _____ have received and reviewed the drug and alcohol policy of Bee Line Transportation LLC.

Signature _____ date of _____ / _____ / _____
month day year

Witness _____ date of _____ / _____ / _____
(company employee) month day year

This document is to remain in the employee file indefinitely.

Operation Schedule

Bee Line Transportation is a full service bus company. This means Bee Line may have work 365 days a year. Our general operating hours are from 4:30 am to 12 midnight. Hours vary and sometimes can go into the early morning. Our primary responsibility is to the school districts we serve, and school bus routes are our highest priority.

If you are selected for employment at Bee Line Transportation LLC, you will be required to be available for your assigned route. All other driving opportunities are on a voluntary basis.

School routes run whenever school is in session. This means you must be available to drive on those days and hours. The school calendar shows the days school is not in session and gives you opportunity to plan your personal outings and appointments.

This is a part time job, which means you are only paid for the time you are actually working/responsible for the bus. You are not paid when school is not in session for fall, winter, spring, and summer breaks, or for other off days such as teacher workshops and other days listed on the school calendar.

In the event that you must take time off, you agree to schedule off time during school breaks or when school is not in session. This includes medical appointments. In the case where this is not possible a time-off request must be approved 72 hours prior to time off.

You understand that you must give 2 hours notice if you will not be able to make your assigned route because of illness or transportation to work. Also, you must contact the Driver Supervisor, Dispatch, or Site Manager in the event your own transportation prevents you from arriving on time for your route.

By signing this document, you understand the above statements and agree to work the days school is in session.

I (print name) _____ understand the above statements and will be available to work at the times I am scheduled.

Signature _____ Date _____

Cell Phone Policy

Cell phone restrictions - Interstate truck and bus drivers are prohibited from using handheld cell phones while driving under a rule posted by the Federal Motor Carrier Safety Administration and the Pipeline and Hazardous Materials Safety Administration.

Drivers will face federal penalties of up to \$2,750 for each offense and disqualification for multiple offenses. States may suspend a driver's commercial license for multiple convictions of state or local cell phone violations.

In addition, companies that allow their drivers to use hand held cell phones while driving will face a maximum penalty of \$11,000.

It is against the law for a school bus driver to use a cell phone while the bus is in operation. Bluetooth devices are considered a cell phone and can also be classified as an ear plug, and their use violates two laws and are grounds for cancellation of a driver's certification . Bluetooth devices are not to be worn at any time on the school bus. The verbiage will be even more specific in the revised minimum standards of the Arizona Administrative Code.

I (print name) _____ understand the above statements and I will not use cell phones or bluetooth devices while operating a vehicle for Bee Line Transportation LLC.

Signature _____ Date _____

Personnel Application Explanation

Print Name _____ Date _____

Please write a paragraph explaining why you would be a good fit for the position you are applying for.

Signature

Bee Line Transportation, LLC

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