

DRIVER/APPLICANT SAFETY PERFORMANCE HISTORY RECORDS REQUEST

This request is made by the driver/applicant in compliance with Department of Transportation regulations.

§391.23(i)(2) Drivers who have previous Department of Transportation regulated employment history in the preceding three years, and wish to review previous employer-provided investigative information must submit a written request to the prospective employer, which may be done at any time, including when applying, or as late as thirty (30) days after being employed or being notified of denial of employment. The prospective employer must provide this information to the applicant within five (5) business days of receiving the written request. If the prospective employer has not yet received the requested information from the previous employer(s), then the five-business-days deadline will begin when the prospective employer receives the requested safety-performance history information. If the driver has not arranged to pick up or receive the requested records within thirty (30) days of the prospective employer making them available, the prospective motor carrier may consider the driver to have waived his/her request to review the records.

SECTION 1: COMPLETED BY THE DRIVER/APPLICANT

TO:
 Prospective Employer: _____
(print)
 Street: _____
 City, State, Zip Code: _____ Telephone No.: _____

FROM:
 Driver/Applicant: _____ Social Security/I.D. No.: _____
 Street: _____
 City, State, Zip Code: _____ Telephone No.: _____

I am submitting this written request in copies of Department of Transportation Safety Performance History for the preceding three years. I understand, for records requested from a prospective employer, that I must arrange to pick up or receive the requested records within thirty (30) days of the records being made available or I have waived my request to review the records.

This information should be: sent to me at the above address.
 I will arrange to pick up.

Driver/Applicant: _____ Date: ____ / ____ / ____
Signature Month Day Year

SECTION 2: COMPLETED BY THE PROSPECTIVE EMPLOYER

The information must be provided to the applicant within five (5) business days of receiving the written request. If the prospective employer has not yet received the requested information from the previous employer(s), then the five-business-days deadline will begin when the prospective employer receives the requested safety performance history information.

Information supplied to:
 Name: _____ Comments: _____
 Street: _____
 City, State, Zip Code: _____

By: _____ Release Date: ____ / ____ / ____
Signature of person providing the information Telephone No. Month Day Year

COPY 1 PROSPECTIVE EMPLOYER