**DRIVER DATA SHEET**

**For Casuals, New Hires & Temporary Employees**

**Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Security Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Driver’s License Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of License \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issuing State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions: At the time of initial employment as a driver, or when being employed occasionally, the regulations of the Department of Transportation, Rule 395.8(r), require you to furnish a statement of the amount of time worked during the last period of seven (7) consecutive days. In the spaces below, show the number of hours worked (on duty) in each of the last 7 days.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **Total** |
| **Date** |  |  |  |  |  |  |  |  |
| **Hours Worked** |  |  |  |  |  |  |  |  |

**I hereby certify that the information given above is correct to the best of my knowledge and belief, and that I was last relieved from work at \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYMENT CHECKLIST FOR CASUALS**

**In addition to the above information supplied by the driver, subparagraph 391.51(d) of the Motor Carrier Safety Regulations requires that the driver qualification file for an intermittent, casual or occasional driver employed under the rules in subparagraph 391.63 must include the following:**

**Initial if obtained and on file**

1. **Medical Examiner’s Certificate--- The medical examiner’s certificate \_\_\_\_\_\_\_\_\_\_**

**of physical qualification to driver a motor vehicle, or a legible photo**

**copy of the certificate.**

1. **Certificate of Driver’s Road Test---The original of the signed road test \_\_\_\_\_\_\_\_\_\_**

**form and the certificate of the driver’s road test issued to the driver**

**pursuant to subparagraph 391.31(e), or a copy of the license or certificate**

**which the motor carrier accepted as equivalent to the driver’s road test**

**pursuant to subparagraph 391.31.**

1. **Certificate of Written Examination, Questions, and Answers----The questions \_\_\_\_\_\_\_\_\_\_**

**asked and the answers the driver gave, and the certificate of written**

**examination issued to driver pursuant to subparagraph 391.35, or a copy of**

**a certificate which the motor carrier accepted as equivalent to a written**

**examination, pursuant to subparagraph 391.37.**