



Driver Requirements, Job Details, and Onboarding Process

Driver Requirements

- 25 years or older
- Valid Driver's License and clean Driving Record (preferably no moving violations within the last 2-3 years)
- EIN Number – This is an Independent Contractor position. If you do not have an EIN number, you will need to obtain one upon hire for tax purposes. You can obtain your EIN number by visiting www.irs.gov and entering “EIN number” in the search bar.
- Copy of Social Security Card
- Active Smart Phone
- Pass Drug Test
- TB Test
- Pass Background Check (little to no criminal record)
- Complete Online Driver Safety Courses
- Patience and compassion for people. You will be transporting Riders of all ages, primarily elderly people, to and from medical appointments.
- Punctuality – It is critical that Drivers are at least 20 minutes early for their first ride, and in general throughout the day.

Job Details

- Base pay for full-time is \$700-\$800 weekly, and up to \$1,000 per week or more with incentives.
- \$500 Sign-On Bonus
- \$200 for Referrals
- Monday thru Friday (Weekends optional). Holidays off. Business hours are 5:00 am to 5:00 pm. The typical workday is 8-10 hours. Daily hours are dependent on the time of your first-pick-up, trips assigned for the day, traffic, and cancellations. Overtime opportunities are available.
- Payments are made bi-weekly on Fridays by Direct Deposit. No taxes are taken from payments. This is an Independent Contractor position (Drivers are responsible for paying their own taxes).
- Uniform: Polo Shirt (black or navy-blue, no words on symbols on the shirt); black or khaki slacks (no blue jeans); black shoes only (no color); no baseball caps; well-groomed, shaved, with good body hygiene; no baseball caps.

Onboarding Process

INITIAL PRE-SCREENING

- [Complete the Driver/Independent Contractor Information Form](#). You can also access the form using this QR Code → or contact us to receive to the link to the form by email or text message.

- You will need to provide the following documents:
 - o Copy of Driver's License
 - o Copy of Social Security Card
 - o Copy of your Extracted Driving Record

- Obtain On-Line:

The most efficient way to obtain your driving record is to purchase and print it using the Driving Record Abstract system at www.ilsos.gov. Once you are at that website, select "DMV Services" in the top menu, then select "Driver's License & ID" from the window that pops up, then select "Driving Record Extract". To use this service, you must have a valid credit/debit card. There will be a \$21 fee which includes their processing fee. You will be selecting the "Public Driving Record Abstract" when asked the type of record you are purchasing. Once purchased, you will be able to save and/or print a copy of your record.

- Obtain In-Person:

Visit a Driver Services facility, complete an Abstract Request Form, pay the \$20 fee and immediately receive your record. A payment processor fee of \$1 will be assessed for credit/debit cards.

- Complete Drug Testing
- Pass Background Check

Use This QR Code to Complete the Driver/Independent Contractor Information Form

Point your phone camera at the code, then tap the banner that appears.



UPON HIRE

- Complete Online Driver Safety Courses
- Provide completed W-9 Form with EIN Number.

This is an Independent Contractor position. If you do not have an EIN number, you will need to obtain one upon hire for tax purposes. You can obtain your EIN number by visiting www.irs.gov and entering "EIN number" in the search bar.

Provide signed Driver Contract

- Provide completed Direct Deposit Form
- Provide photo for Driver Badge. Example →

Sample Driver ID Badge Photo

