SECTION I DRIVER INFO

Driver Name _____

Business Name _____

Address _____

_____Phone _____

Bus. Address _____

Email _____

Driver License _____ Exp: _____ DOB _____

License Plate _____ UDSOT _____

VIN _____ EIN _____

Registration _____ Insurance _____ W9 _____ Direct Deposit _____

insurance must have DDSI listed as a certificate holder

LIST ADDITIONAL DRIVERS ON BACK

SECTION II SET UP

Add driver info to spreadsheet _____ Verify USDOT is in good standings _____

Check carb compliance status _____ Reg. w/ Arber if truck was not listed _____

Username _____ PW _____

Enter Driver into UIIA Database _____ BNSF Pin Number _____

Enter Driver license for UP consent CCPA _____

SECTION III SCHEDULING WORK

Add driver to UPS SCAC code w/driver license _____ Vector link sent _____

Enter driver into QuickBooks _____ Set up driver's direct deposit _____

SECTION IV ADDITIONAL DRIVERS

Driver Name _____

Address _____

_____Phone _____

Driver License _____ Exp: _____ DOB _____

Enter Driver into UIIA Database _____ BNSF Pin Number _____

Enter Driver license for UP consent CCPA _____ Enter driver into QB _____

Add driver to UPS SCAC code w/driver license _____ Vector link sent _____

Driver Name _____

Address _____

_____Phone _____

Driver License _____ Exp: _____ DOB _____

Enter Driver into UIIA Database _____ BNSF Pin Number _____

Enter Driver license for UP consent CCPA _____ Enter driver into QB _____

Add driver to UPS SCAC code w/driver license _____ Vector link sent _____

Driver Name _____

Address _____

_____Phone _____

Driver License _____ Exp: _____ DOB _____

Enter Driver into UIIA Database _____ BNSF Pin Number _____

Enter Driver license for UP consent CCPA _____ Enter driver into QB _____

Add driver to UPS SCAC code w/driver license _____ Vector link sent _____