



## Employment History

Applicants must provide the following information for all employers during the preceding 10 years. Additional space is provided in "Remarks" Section on Page 4.

LAST EMPLOYER: COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS/CITY/STATE/ZIP \_\_\_\_\_  
POSITION HELD \_\_\_\_\_ FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_  
WAS THIS EMPLOYER SUBJECT TO THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS? \* \_\_\_\_\_ YES \_\_\_\_\_ NO  
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION AND SUBJECT TO DOT DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? \_\_\_\_\_ YES \_\_\_\_\_ NO

SECOND LAST EMPLOYER: COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS/CITY/STATE/ZIP \_\_\_\_\_  
POSITION HELD \_\_\_\_\_ FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_  
WAS THIS EMPLOYER SUBJECT TO THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS? \* \_\_\_\_\_ YES \_\_\_\_\_ NO  
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION AND SUBJECT TO DOT DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? \_\_\_\_\_ YES \_\_\_\_\_ NO

THIRD LAST EMPLOYER: COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS/CITY/STATE/ZIP \_\_\_\_\_  
POSITION HELD \_\_\_\_\_ FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_  
WAS THIS EMPLOYER SUBJECT TO THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS? \* \_\_\_\_\_ YES \_\_\_\_\_ NO  
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION AND SUBJECT TO DOT DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? \_\_\_\_\_ YES \_\_\_\_\_ NO

EMPLOYER: COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS/CITY/STATE/ZIP \_\_\_\_\_  
POSITION HELD \_\_\_\_\_ FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_  
WAS THIS EMPLOYER SUBJECT TO THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS? \* \_\_\_\_\_ YES \_\_\_\_\_ NO  
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION AND SUBJECT TO DOT DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? \_\_\_\_\_ YES \_\_\_\_\_ NO

EMPLOYER: COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS/CITY/STATE/ZIP \_\_\_\_\_  
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ADDRESS/CITY/STATE/ZIP \_\_\_\_\_  
POSITION HELD \_\_\_\_\_ FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_  
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EMPLOYER: COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP \_\_\_\_\_

POSITION HELD \_\_\_\_\_ FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

WAS THIS EMPLOYER SUBJECT TO THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS? \* \_\_\_\_\_ YES \_\_\_\_\_ NO

WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION AND SUBJECT TO DOT DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? \_\_\_\_\_ YES \_\_\_\_\_ NO

EMPLOYER: COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP \_\_\_\_\_

POSITION HELD \_\_\_\_\_ FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

WAS THIS EMPLOYER SUBJECT TO THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS? \* \_\_\_\_\_ YES \_\_\_\_\_ NO

WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION AND SUBJECT TO DOT DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? \_\_\_\_\_ YES \_\_\_\_\_ NO

\*INCLUDES VEHICLES HAVING A GVWR OF 26,001 LBS. OR MORE, VEHICLES DESIGNED TO TRANSPORT 15 OR MORE PASSENGERS OR ANY SIZE VEHICLE USED TO TRANSPORT HAZARDOUS MATERIALS IN A QUANTITY REQUIRING PLACARDING.

**ACCIDENT RECORD FOR PAST 3 YEARS.**

**(IF NONE, WRITE NONE) IF ADDITIONAL SPACE IS NEEDED, USE 'REMARKS' SECTION ON PAGE 4**

DATES	NATURE OF ACCIDENT (HEAD ON, REAR-END, UPSET, ETC.)	FATALITIES	INJURIES
LAST ACCIDENT			
NEXT PREVIOUS			
NEXT PREVIOUS			

**TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS (OTHER THAN PARKING VIOLATIONS)**

**(IF NONE, WRITE NONE) IF ADDITIONAL SPACE IS NEEDED, USE 'REMARKS' SECTION ON PAGE 4.**

LOCATION	DATE	CHARGE	PENALTY

**EXPERIENCE AND QUALIFICATIONS - DRIVER**

ALL DRIVER LICENSES LAST 3 YEARS	STATE	LICENSE NO.*	CLASS	ENDORSEMENTS	RESTRICTIONS
	NEW YORK				

**\*APPLICATION CANNOT BE PROCESSED WITHOUT LICENSE NUMBER**

A. HAVE YOU EVER BEEN DENIED A LICENSE, PERMIT OR PRIVILEGE TO OPERATE A MOTOR VEHICLE? YES \_\_\_\_\_ NO \_\_\_\_\_

B. HAS ANY LICENSE, PERMIT OR PRIVILEGE EVER BEEN SUSPENDED OR REVOKED? YES \_\_\_\_\_ NO \_\_\_\_\_

**If the answer to either A or B is yes, Explain in "Remarks" Section on Page 4**

<u>DRIVING EXPERIENCE</u>	<u>TYPE OF EQUIPMENT</u>	<u>DATES</u>		<u>APPROX. NO. OF MILES</u>
CLASS OF EQUIPMENT	(SCHOOL BUS, VAN, COACH, ETC.)	FROM	TO	(TOTAL)
STRAIGHT TRUCK				
TRACTOR & SEMI TRAILER				
BUS				

LIST STATES OPERATED IN FOR LAST FIVE YEARS: \_\_\_\_\_



## Employment Application Self-Identification Form

The following information is being requested for Government reporting purposes and to measure our good faith outreach efforts. The information that you supply will not be used in our selection decision. Your submission of this information is optional. Failure to provide the information will not be used against you.

Name \_\_\_\_\_ Date \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Search Number \_\_\_\_\_

Referred by: \_\_\_\_\_

**Gender**

- Female
- Male

**Race**

- Hispanic or Latino
- White
- Black or African American
- Asian
- Native Hawaiian/Pacific Islander
- American Indian or Alaska Native
- Two or More Race (Not Hispanic or Latino)

**Veteran Status**

If you believe you belong to any of the categories of protected veterans listed below, please indicate by checking the appropriate box. As a Government Contractor, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake.

- I identify as one or more of the classifications of protected veteran listed below.
- I am not a Protected Veteran
- I choose not to provide this information.

**Definitions:**

**Disabled Veteran** - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (ii) a person who was discharged or released from active duty because of a service-connected disability.

**Active Wartime or Campaign Badge Veteran** - means a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

**Armed Forces Service Medal Veteran** - any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 Fed. Reg. 1209)

**Recently Separated Veteran** -any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

**Definitions:**

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

Dear Applicant:

Thank you for your interest in driving a bus for Trailways. Please complete all four pages of the Coach Operator Application (*pages 1 through 4*) and return it with page 5, as soon as possible to:

Trailways – Driver Application  
499 Hurley Avenue  
Hurley, NY 12443

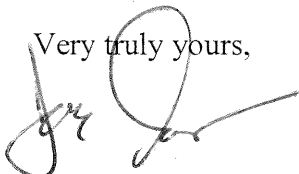
You are not required to complete the Employment Application Self-Identification Form (Page 5). We ask, however, that you return the questionnaire, whether or not you choose to complete it.

We cannot process your application if it is not accurate, complete and legible. The employment history section must be filled out to cover the last TEN YEARS, as required by D.O.T. regulations. You must list your New York State driver's license number where indicated on the application. If you have held a driver's license in a state other than New York, you MUST list the state and the driver's license number for each state in which you have been licensed in the last three years. If you have held an out-of-state license, you must include your date of birth. (A driving abstract would be helpful.)

Please do not call regarding the status of your application. You will be contacted by mail, if you are selected for an interview.

We look forward to hearing from you.

Very truly yours,



Joe Aversano,  
Manager, Safety Department

Rev.12/14

## More information about becoming a Trailways driver . . .

Adirondack/Pine Hill Trailways, founded in 1926, is an inter-city bus company serving Eastern New York State and Montreal, Canada. New York Trailways was founded in 1994 from the former Empire Trailways, which has served Western New York since 1924.

As a Trailways driver, you might drive a 52 passenger coach on express routes between such major cities as New York City, Albany, Syracuse, Rochester, Buffalo, or Montreal, as well as local routes serving Elmira and Messina; the college towns of New Paltz, Canton, Oneonta and Delhi; or the tourist destinations of Lake Placid, Lake George and Saratoga.

The primary duties of a Trailways driver are to operate the coach safely under all conditions and to ensure the comfort and safety of our passengers. A Trailways driver must be neat and clean in appearance, punctual, and able to deal with the public and coworkers in a professional and friendly manner. A driver is required to read a map, as well as follow written and verbal instructions. Each driver is required to complete a daily trip report and maintain an accurate log, showing the total hours of driving. The driver must collect tickets, assist passengers on and off the bus, help them with their luggage and answer their questions in a polite and courteous manner.

Trailways operates seven days a week, 365 days a year. So, a driver can expect to work weekends and holidays. Occasionally, a driver is required to spend a night away from home. In the interest of fairness, weekly scheduled runs are bid and assigned strictly by seniority. A new driver can expect to be assigned to a variety of different runs and an occasional charter trip, until enough seniority is accrued to bid a regular run.

Our Company is large enough to serve all of New York State. It is small enough that our general manager and supervisors know each driver by their first name. Trailways operates top-of-the-line, well-maintained, late model coaches. We offer an excellent wage and benefit package, which includes health insurance, dental insurance, eyeglass coverage, a 401K plan with a 5% Company match and paid vacation.

Drivers receive automatic pay increases twice each year for the first three years of employment, as well as a sign-on bonus.

New drivers are required to successfully complete a five-week training class and pass a DOT physical and drug screen.

Note 1: Federal and State regulations require a driver (i) to be at least 21 years of age to drive in Interstate Commerce; and (ii) have distance vision of at least 20/40 (Snellen) in each eye (with corrective lenses) and be able to recognize the colors red, green and amber).

Note 2: Regulations also medically disqualify candidates with a clinical diagnosis of diabetes mellitus currently requiring insulin for control, epilepsy, or uncontrolled high blood pressure.

Note 3: Drivers must be clean shaven (neatly trimmed mustaches permitted).

## **ENTRÉE INTO CANADA**

Adirondack Trailways runs daily scheduled trips into Canada. All new Trailways drivers are required to drive a bus into Canada. Canadian Immigration carefully checks each new driver, before being allowed to drive a bus into Canada.

IT HAS BEEN OUR EXPERIENCE THAT A PERSON WHO HAS BEEN CONVICTED OF A CRIME (MISDEMEANOR OR FELONY), DWI (DRIVING WHILE INTOXICATED) OR DWAI (DRIVING WHILE ABILITY IMPAIRED) IS CONSIDERED INADMISSIBLE AND WILL NOT BE PERMITTED INTO CANADA, AND, THEREFORE, COULD NOT BE EMPLOYED BY ADIRONDACK TRAILWAYS AS A BUS OPERATOR.

In some cases, Canadian Immigration will declare a person rehabilitated and will permit that person into Canada, if five years have passed since the offense and the person files an application for admission at the Canadian Consulate, or at the Port of Entry.

These matters should be cleared up before sending in an Employment Application to Trailways. You may contact the Canadian Consulate at:

Canadian Consulate New York  
Immigration Section  
1251 Avenue Of The Americas  
Concourse Level  
New York, New York USA 10020-1175  
Phone: (212) 596-1600

### **USEFUL WEB SITES**

[www.cic.gc.ca](http://www.cic.gc.ca)

*Citizenship and Immigration Canada*

[www.cic.gc.ca/english/information/applications/rehabil.asp](http://www.cic.gc.ca/english/information/applications/rehabil.asp)

*Guide and Application for Criminal Rehabilitation*

[www.can-am.gc.ca](http://www.can-am.gc.ca)

*Visa Offices in the United States*

[www.dfait-maeci.gc.ca/world/embassies/menu-en.asp](http://www.dfait-maeci.gc.ca/world/embassies/menu-en.asp)

*Visa Offices Worldwide*

[www.canada.justice.gc.ca](http://www.canada.justice.gc.ca)

*Canadian Laws*