

IMPORTANT NOTICE OF RIGHTS REGARDING FMCSA-DOT PRE-EMPLOYMENT SCREENING PROGRAM

Our company will use Pre-Employment Screening Program ("PSP") information in the hiring process for our commercial truck drivers. As a driver we want you to be aware of specific rights you have under the PSP.

- You must provide your written consent to us before we can request information in the PSP.
- We cannot share the PSP information with any third-party and only those individuals within our company involved in the hiring process may view the information.
- PSP information includes DOT reportable accidents/crash information for a period of 5 years and roadside inspection information for 3 years. We may obtain additional accident/crash information outside of the PSP. Those reports are covered by the Fair Credit Reporting Act ("FCRA") which also provides rights to you.
- You have the right to dispute any information in the PSP by contacting the Federal Motor Carrier Safety Administration ("FMCSA") at: <https://dataqs.fmcsa.dot.gov>. You may also contact the FMCSA at 1200 New Jersey Avenue S.E., Washington D.C., 20590, TEL (800) 832-5660, TTY (800) 877-8339. In addition to a dispute you can contact FMCSA as noted above to obtain a copy of information regarding you in the PSP system.
- Only the FMCSA is authorized to receive disputes. Neither we nor the consumer reporting agency which provides information to us can respond to a dispute. You must directly contact the FMCSA as noted above. You need to follow the instructions on the website when presenting your dispute along with any supporting documentation statements, etc. Upon receipt of the dispute FMCSA will forward the dispute via the DataQs System to the state that originated the disputed information. That state will review the dispute and respond back to FMCSA. You will be notified on the website that a response has been received. Any correction will be entered at the next data update cycle. As for reports covered by the FCRA that are outside the PSP, you can dispute those reports with the consumer reporting agency which furnished the report.
- These rights apply specifically to the PSP Report. We receive other reports as part of our hiring process that contain information outside of the PSP. Those reports are governed by the FCRA which provides specific rights to you. To learn more about these rights, contact the Federal Trade Commission at: www.ftc.gov/credit. You may also report violations of the FCRA to the Office of Financial Management, Department of Transportation, Washington D.C., 20590 TEL: (202) 366-1306.
- We will inform you before we take adverse action based, in whole or in

part, upon the PSP report and we will provide you a copy, free of charge, of the PSP report along with a copy of your rights under the FCRA.

Thereafter, if we decide to take the adverse action against you, we will notify you and, upon request, will provide you, free of charge, a copy of the PSP report and your rights under the FCRA if you have misplaced the previous copies furnished to you.

- FMCSA-DOT and NICT (which operates the website for FMCSA-DOT) do not make the decision to take any adverse action and are unable to provide you with the reasons why the adverse action was taken.
- You may have greater rights under state law.
- You may request, upon presenting proper identification, copies of the PSP information received by us. We will respond within three (3) business days of receiving your request. These copies are free of charge to you. Our consumer reporting agency which supplies other employment reports will not have the PSP information, nor will it have access to the PSP information.