

UNIFIED HUMAN SERVICES TRANSPORTATION SYSTEM, INC.

PRE-EMPLOYMENT APPLICANT NOTIFICATION

CONDITIONS OF EMPLOYMENT

At-Will Employment

Employment by the Transit System is at will of the Transit System and the employee. An employee's employment and compensation can be terminated with or without cause, for a reason or for no reason, and with or without notice, at any time, at the option of the Transit System or the employee. No officers, supervisor, employee or representative of the Transit System, other than the Executive Director, has the authority to enter into any Agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

ALL APPLICANTS ACCEPTED FOR EMPLOYMENT MUST COMPLY WITH THE FOLLOWING REQUIREMENTS.

Check of References, Criminal History Record, Division of Motor Vehicles Record; Child Protective Services Release.

Job applicants must comply with the Transit System's standards for satisfactory personnel and employment reference checks, a criminal history record check, a Division of Motor Vehicles record check, and a Child Protective Services release. All employees if requested, must provide a written authorization from third parties on any personal, employment, and criminal history, to periodically check driving records, and to conduct whatever other reasonable investigation is believed necessary to determine the employee's fitness for continued employment with the Transit System.

An individual must not have been convicted of a Felony, to be considered for employment.

Operator's License

Any person applying for a position as an Operator must at least have a valid Virginia operator's license and be able to obtain a Commercial Driver's License in a specified time. All applicants must provide the Transit System with a copy of their Driving Record before being hired. The Transit System shall not employ as an operator any person whose motor vehicle record reflects the following:

1. Two or more convictions for moving violations within the past 12 months.
2. Three or more convictions for moving violations within the past 36 months.
3. Driving under the influence within the past five years.
4. Reckless driving within the past four years.
5. Speeding in excess of 20 miles per hour over the limit within the past 5 years.
6. Hit and run within the past five years.
7. Suspension or revocation of license.

Physical Examination

The United States Department of Transportation has issued rules on operator eligibility. Among the current rules is the requirement for a physical examination certifying the physical fitness of an employee. This must be completed prior to the employee being allowed to transport passengers under a Commercial Driver's License. The Transit System will pay for this physical upon offering employment to any applicant. All applicants must pass this physical before being employed and must be able to maintain their physical throughout their employment.

Citizenship

The Immigration Reform and Control Act of 1986 requires all employers to verify that employees hired after November 6, 1986, are United States citizens or are aliens authorized to work in this country. All employees are required to furnish proof of the above when an offer of employment is made so that the Transit System may comply with federal law.

Substance Abuse

Applicants for all positions of the Transit System are required to pass a pre-employment urine drug test in accordance with Federal regulations. You will be excluded from consideration for employment with the Transit System if the results of your urine drug test indicate evidence of marijuana, cocaine, opiates, phencyclidine (PCP), and/or amphetamines. In addition, all applications agree to meet all requirements as mandated by the Agency's Drug and Alcohol Program and as required by Federal Transit Administration.

Effective August 1, 2001 the Federal Transit Administration's U.S. DOT's 49 CFR Part 40 regulations state that all DOT regulated employers are required to obtain specific information pertaining to applicant's drug and alcohol test records.

Please answer the following questions. Failure to provide accurate information to the questions below can disqualify you for a position with Unified Human Services Transportation System, Inc.

1. During the past two years, have you ever tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety –sensitive work covered by the DOT agency's drug and alcohol testing rules?

_____Yes _____no

2. Have you ever tested positive for a drug or alcohol test administered by a DOT regulated employer?

_____Yes _____no

3. If you answered yes to any of the above questions, please document successful completion of a return to duty process, including follow-up test. Please give Substance Abuse Professional's name, address, and phone number for further assistance.

4. I hereby authorize the above Substance Abuse Professional to release any and all documentation pertaining to my return to duty process to:

Unified Human Services Transportation System, Inc

P.O. Box 13825

Roanoke, Virginia 24037

Attn: Jerry Caldwell

Other:

All applicants may be required to meet other requirements that are not stated in the above information.

Application:

I HAVE READ AND UNDERSTOOD THE ABOVE. I ACCEPT THE STATED CONDITIONS FOR CONSIDERATION OF EMPLOYMENT BY THE TRANSIT SYSTEM.

Applicant _____

Date: _____