

# Driver Application Package

*Please complete the following application and return it to Wildwood Transport in-person, via fax (204) 957-8860, or by email to [recruiting@wildwoodtransport.com](mailto:recruiting@wildwoodtransport.com).*

**ADDRESS:**

100 Oakland Road  
Oak Bluff MB R4G 0A4

**MAILING ADDRESS:**

BOX 46027 RPO Westdale  
Winnipeg MB R3R 3S3

## PRESIDENT'S MESSAGE


Thank you for your interest in our company!

We are very proud of our long history and the reputation we have built as a company that is focused on high quality execution throughout our operation. Our objective every day is simple – it is to deliver an effortless transportation experience to our customers. This is only possible if we attract and retain the best people in the business. We look for people that are highly qualified and passionate about completing their work at an exceptional level. I am confident that you would find working at Wildwood to be both challenging and rewarding, as we continue to build our reputation as a premium service provider in the open deck industry.

The hiring process is all about understanding each other's expectations, and deciding together whether there is a strong match between your expectations and ours. Our goal is to find people that can become valuable long-term contributors to our team, and so, while it is certainly important that we are honest about our expectations, we feel it is more important that you are open and honest about your expectations, whether it is family commitments, income expectations, or even your desire and ability to do the job.

We look forward to learning more about your own history and experiences, as we work together to determine whether Wildwood is the right company for you. If we make the right choice together, I am confident that we will build a new history together for many years to come.

Sincerely,



Ryan Mitchell  
President  
Wildwood Transport Inc.

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## DRIVER HIRING REQUIREMENTS

The following is a list of documentation requirements and qualifications that we require for you to be eligible for hiring with Wildwood Transport.

1. Minimum 2 years open deck driving experience. Experience driving in US & Canada, and previous oversized experience is considered an important asset.
2. Current to 30 days - Drivers abstract with no more than 2 moving violations in last 3 years. The company reserves the right to request a new abstract.
3. Current to 30 days - Criminal record clearance
4. Proof of border crossing eligibility – Passport, I-94 card, US Visa
5. Satisfactory check with previous employers regarding any driving violations, accidents, claims and general conduct while under their employment
6. Negative pre-employment drug test
7. Participation in employee-paid group benefits plan is mandatory. Opt-out of health and dental coverage is possible with proof of other coverage, but disability and life insurance coverage are mandatory.
8. Successfully completed road test with a company representative
9. Completion of Wildwood Transport Inc. new driver orientation
10. All drivers and owner operators must abide by all laws & regulations, as well as all current and future company policies, procedures and practices of Wildwood Transport Inc.
11. Additional requirements for owner operators
  - a. Sign Owner Operator Service Agreement
  - b. Power Unit must meet "Owner Operator Unit Requirements" found on following page

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## OWNER-OPERATOR UNIT REQUIREMENTS

1. Age of unit. No specific age, but inspection equivalent to Manitoba Government Inspection (ie: "safety") will be done to determine reliability and safety of power unit and/or trailer. This will be done at the company's expense<sup>1</sup>.
2. Documentation showing previous maintenance records and what major work has been done to the unit.
3. Unit must scale at no more than 22,500 lbs, full fuel tanks, full equipment and tarps.
4. Unit must measure no taller than 13' 6".
5. Maximum 53" height from ground to top of 5<sup>th</sup> wheel plate.
6. Must have ramps installed on frame rails, unless operator is pulling their own trailer (still recommended so that operator can haul RGN if needed, but not mandatory).
7. Wheel base is 244" maximum. Exception allowed if operator is pulling their own trailer and remains within legal length specification, and holds a valid permit for the truck/trailer combination in all states or provinces the company may travel<sup>2</sup>.
8. Tractor must be equipped with:
  - a. rotating beacons or strobe lights.
  - b. 1/2 fenders (prevent cargo damage)
  - c. spring loaded mud flaps
  - d. OD flag holders
9. Tractor must be equipped with over-dimensional mirrors or equivalent (removable/retractable system in place). Mirrors must be capable of extending wide enough to see 200 feet behind any over-width load that you may haul. We recommend having mirrors that can extend at least 20" wide (cab to the outer edge of the mirror)
10. Tractor must be limited at 105 km/hr as per Ontario regulations.
11. Unit must have "headache rack" to store truck equipment.
12. Must maintain compliance with the current "Truck Equipment List" at all times.

Definition of the max trailer wheelbase is kingpin of the trailer to the center of the axle group. These are exact measurements. (Note of interest: anything larger than 284" is not allowed at all in Manitoba, even bobtailing.)

### UNIT PROFILE

*Please complete as much as possible*

Year: \_\_\_\_\_ Engine Make: \_\_\_\_\_ Wheelbase: \_\_\_\_\_ (inches)  
Make: \_\_\_\_\_ Horsepower: \_\_\_\_\_ Weight: \_\_\_\_\_ (full fuel, equip)  
Model: \_\_\_\_\_ Gear Ratio: \_\_\_\_\_ Height: \_\_\_\_\_

Truck meets Wildwood specs: \_\_\_\_\_ Safety Manager

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**WILDWOOD**  
TRANSPORT

**DRIVER APPLICATION**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City / Prov: \_\_\_\_\_

Postal/zip code: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Have you worked for us before? Yes No If so, when: \_\_\_\_\_

How did you hear about us? Or who referred you? \_\_\_\_\_

**Education**

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 \_\_\_\_\_

**Driver's License**

Driver's license	Province	License #	Expiry Date (mm/dd/yy)	Type/Class
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever been denied a license? Yes or No If yes, explain: \_\_\_\_\_

**Experience**

Long-Haul Driving: Years' Experience: \_\_\_\_\_ Approximate mileage \_\_\_\_\_

Open Deck Freight: Years' Experience: \_\_\_\_\_ Approximate mileage \_\_\_\_\_

RGN Trailers: Years' Experience: \_\_\_\_\_ Approximate mileage \_\_\_\_\_

List any additional courses, training, or special equipment you can operate that may help in your job:

\_\_\_\_\_

**Areas of Travel**

Are you able to travel in the USA? YES or NO

List the provinces / states that you have driven in the last 5 years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Driving Record (list all tickets, violations, accidents or cargo claims for the past three years)**

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Date (mm/dd/yy) \_\_\_\_\_ Type of Incident: \_\_\_\_\_ Injuries? Y or N

Please explain: \_\_\_\_\_

Date (mm/dd/yy) \_\_\_\_\_ Type of Incident: \_\_\_\_\_ Injuries? Y or N

Please explain: \_\_\_\_\_

Date (mm/dd/yy) \_\_\_\_\_ Type of Incident: \_\_\_\_\_ Injuries? Y or N

Please explain: \_\_\_\_\_

Date (mm/dd/yy) \_\_\_\_\_ Type of Incident: \_\_\_\_\_ Injuries? Y or N

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**Employment History**

*Please provide ten years of employment history, with no date gaps, including periods of unemployment.*

**May we contact your PRESENT employer (if applicable) for a reference check? Yes  No**

Period of unemployment, if any: From (mm/yyyy) \_\_\_\_\_ to \_\_\_\_\_

Company: \_\_\_\_\_

City/Location: \_\_\_\_\_ **From:** \_\_\_\_\_ (mm/dd/yy) **To:** \_\_\_\_\_ (mm/dd/yy)

Trailers Used: \_\_\_\_\_ Type of Freight: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Contact Person: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Was this position subject to alcohol and controlled substances testing? Y or N

Period of unemployment, if any: From (mm/yyyy) \_\_\_\_\_ to \_\_\_\_\_

Company: \_\_\_\_\_

City/Location: \_\_\_\_\_ **From:** \_\_\_\_\_ (mm/dd/yy) **To:** \_\_\_\_\_ (mm/dd/yy)

Trailers Used: \_\_\_\_\_ Type of Freight: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Contact Person: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Company: \_\_\_\_\_

City/Location: \_\_\_\_\_ **From:** \_\_\_\_\_ (mm/dd/yy) **To:** \_\_\_\_\_ (mm/dd/yy)

Trailers Used: \_\_\_\_\_ Type of Freight: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Contact Person: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Was this position subject to alcohol and controlled substances testing? Y or N

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**WILDWOOD  
TRANSPORT**

Period of unemployment, if any: From (mm/yyyy) \_\_\_\_\_ to \_\_\_\_\_

Company: \_\_\_\_\_

City/Location: \_\_\_\_\_ **From:** \_\_\_\_\_ (mm/dd/yy) **To:** \_\_\_\_\_ (mm/dd/yy)

Trailers Used: \_\_\_\_\_ Type of Freight: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Contact Person: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Was this position subject to alcohol and controlled substances testing? Y or N

Period of unemployment, if any: From (mm/yyyy) \_\_\_\_\_ to \_\_\_\_\_

Company: \_\_\_\_\_

City/Location: \_\_\_\_\_ **From:** \_\_\_\_\_ (mm/dd/yy) **To:** \_\_\_\_\_ (mm/dd/yy)

Trailers Used: \_\_\_\_\_ Type of Freight: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Contact Person: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Was this position subject to alcohol and controlled substances testing? Y or N

Period of unemployment, if any: From (mm/yyyy) \_\_\_\_\_ to \_\_\_\_\_

Company: \_\_\_\_\_

City/Location: \_\_\_\_\_ **From:** \_\_\_\_\_ (mm/dd/yy) **To:** \_\_\_\_\_ (mm/dd/yy)

Trailers Used: \_\_\_\_\_ Type of Freight: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Contact Person: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Was this position subject to alcohol and controlled substances testing? Y or N

*If you require more space to complete 10 years of history, please ask.*

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**Authorization**

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I authorize Wildwood Transport Inc. to contact any person or company that I have listed on my resume or job application and obtain from them any relevant information regarding my job qualifications.

I also authorize Wildwood Transport Inc. to make investigations and inquiries into my personal, educational, medical, and criminal background histories in order to arrive at an employment decision.

I also understand that I am consenting to the release of safety performance information including crash data from the previous five years and inspection history from the previous three years.

I have read the above statements and I understand that by signing this form I am consenting to Wildwood Transport Inc. obtaining all background information required for them to make an employment decision.

I hereby certify that this application was completed by me, and the information in it is true and complete in every respect and I understand and agree that any false or inaccurate statement or omission will be cause for my immediate discharge from the employ of Wildwood Transport Inc.

\_\_\_\_\_  
(Date – mm/dd/yy)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

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## PSP BACKGROUND CHECK AUTHORIZATION

In connection with your application for employment with Wildwood Transport Inc. ("Prospective Employer"), Prospective Employer, its employees, agents or contractors may obtain one or more reports regarding your driving, and safety inspection history from the Federal Motor Carrier Safety Administration (FMCSA).

When the application for employment is submitted in person, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer will provide you with a copy of the report upon which its decision was based and a written summary of your rights under the Fair Credit Reporting Act before taking any final adverse action. If any final adverse action is taken against you based upon your driving history or safety report, the Prospective Employer will notify you that the action has been taken and that the action was based in part or in whole on this report.

When the application for employment is submitted by mail, telephone, computer, or other similar means, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer must provide you within three business days of taking adverse action oral, written or electronic notification: that adverse action has been taken based in whole or in part on information obtained from FMCSA; the name, address, and the toll free telephone number of FMCSA; that the FMCSA did not make the decision to take the adverse action and is unable to provide you the specific reasons why the adverse action was taken; and that you may, upon providing proper identification, request a free copy of the report and may dispute with the FMCSA the accuracy or completeness of any information or report. If you request a copy of a driver record from the Prospective Employer who procured the report, then, within 3 business days of receiving your request, together with proper identification, the Prospective Employer must send or provide to you a copy of your report and a summary of your rights under the Fair Credit Reporting Act.

Neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. You may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If you challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. Your request will be forwarded by the DataQs system to the appropriate State for adjudication.

Any crash or inspection in which you were involved will display on your PSP report. Since the PSP report does not report, or assign, or imply fault, it will include all Commercial Motor Vehicle (CMV) crashes where you were a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, all inspections, with or without violations, appear on the PSP report. State citations associated with Federal Motor Carrier Safety Regulations (FMCSR) violations that have been adjudicated by a court of law will also appear, and remain, on a PSP report.

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The Prospective Employer cannot obtain background reports from FMCSA without your authorization.

### Authorization

If you agree that the Prospective Employer may obtain such background reports, please read the following and sign below:

I authorize Wildwood Transport Inc. ("Prospective Employer") to access the FMCSA Pre-Employment Screening Program (PSP) system to seek information regarding my commercial driving safety record and information regarding my safety inspection history. I understand that I am authorizing the release of safety performance information including crash data from the previous five (5) years and inspection history from the previous three (3) years. I understand and acknowledge that this release of information may assist the Prospective Employer to make a determination regarding my suitability as an employee.

I further understand that neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. I understand I may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If I challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. I understand my request will be forwarded by the DataQs system to the appropriate State for adjudication.

I understand that any crash or inspection in which I was involved will display on my PSP report. Since the PSP report does not report, or assign, or imply fault, I acknowledge it will include all CMV crashes where I was a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, I understand all inspections, with or without violations, will appear on my PSP report, and State citations associated with FMCSR violations that have been adjudicated by a court of law will also appear, and remain, on my PSP report.

I have read the above Disclosure Regarding Background Reports provided to me by Prospective Employer and I understand that if I sign this Disclosure and Authorization, Prospective Employer may obtain a report of my crash and inspection history. I hereby authorize Prospective Employer and its employees, authorized agents, and/or affiliates to obtain the information authorized above.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Name: \_\_\_\_\_

*NOTICE: This form is made available to monthly account holders by NIC on behalf of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA). Account holders are required by federal law to obtain an Applicant's written or electronic consent prior to accessing the Applicant's PSP report. Further, account holders are required by FMCSA to use the language contained in this Disclosure and Authorization form to obtain an Applicant's consent. The language must be used in whole, exactly as provided. Further, the language on this form must exist as one stand-alone document. The language may NOT be included with other consent forms or any other language.*

*NOTICE: The prospective employment concept referenced in this form contemplates the definition of "employee" contained at 49 C.F.R. 383.5.*

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