

Service Date: July 14, 2022

## WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION

### NOTICE OF PENALTIES INCURRED AND DUE FOR VIOLATIONS OF LAWS AND RULES

PENALTY ASSESSMENT: TN-220487  
PENALTY AMOUNT: \$400

People for People  
304 W. Lincoln Ave.  
Yakima, WA 98902

The Washington Utilities and Transportation Commission (Commission) believes People for People (People for People or Company) violated Washington Administrative Code (WAC) 480-31-100, Equipment Safety, which adopts Title 49 Code of Federal Regulations (49 C.F.R.) Part 396 – Inspection, Repair and Maintenance, and WAC 480-31-130, Operation of Motor Vehicles, which adopts 49 C.F.R. Part 391 – Qualification of Drivers and 49 C.F.R. Part 395 – Hours of Service of Drivers.

Revised Code of Washington (RCW) 81.04.405 allows penalties of \$100 for each violation. In the case of an ongoing violation, every day's continuance is considered a separate and distinct violation.

On June 24, 2022, Commission Motor Carrier Investigator Edward Steiner completed a routine safety investigation of People for People and documented the following violations:

- **Four violations of 49 C.F.R. § 391.21(b) – Using a driver who has not completed and furnished an employment application as required per regulation.** People for People failed to provide complete applications for employees Jonathan Knebusch, Terry Cox, Justin Warren, and Richard Laphorn.
- **Sixty violations of 49 C.F.R. § 395.8(a)(1) – Failing to require driver to prepare a record of duty status.** The Company failed to require Terry Cox and Jonathan Knebusch to complete a record of duty status on 60 occasions between April 1 and April 30, 2022.
- **Two violations of 49 C.F.R. § 396.17(a) – Using a commercial motor vehicle (CMV) not periodically inspected.** People for People failed to have an annual inspection performed on two CMVs.

The Commission considered the following factors in determining the appropriate penalties for these violations:

1. **How serious or harmful the violations are to the public.** The violations noted are serious and potentially harmful to the public. Passenger transportation companies that: (1) use drivers without complete employment applications, (2) fail to maintain records of duty status, and (3) use CMVs that have not been inspected, put their customers and the traveling public at risk. These violations present safety concerns.

2. **Whether the violations were intentional.** Considerations include:
- Whether the Company ignored Commission staff's (Staff) previous technical assistance; and
  - Whether there is clear evidence through documentation or other means that shows the Company knew of and failed to correct the violation.

The Company has held nonprofit transportation authority with the Commission since 1982. On August 19, 2013, the Commission received the Company's application for auto transportation service that included a petition for rate and service forbearance. In the application, People for People acknowledged its responsibility to understand and comply with applicable motor carrier safety laws and regulations.

On September 13, 2016, Staff completed a routine safety investigation of People for People and discovered eight violations for using drivers who had not completed employment applications and seven violations for using CMVs not periodically inspected. The Company knew or should have known about these requirements.

3. **Whether the Company self-reported the violations.** People for People did not self-report these violations.
4. **Whether the Company was cooperative and responsive.** The Company was cooperative throughout the safety investigation and expressed a desire to come into compliance with motor carrier safety regulations.
5. **Whether the Company promptly corrected the violations and remedied the impacts.** People for People has not provided Staff with evidence that it corrected the violations.
6. **The number of violations.** Staff identified six violation types with a total of 69 individual occurrences during the safety investigation of People for People. Of those violations, Staff identified three violation types with a total of 66 individual occurrences that warrant penalties in accordance with the Commission's Enforcement Policy.
7. **The number of customers affected.** People for People reported traveling 1,043,597 miles in 2021. These safety violations presented a public safety risk.
8. **The likelihood of recurrence.** Staff provided technical assistance with specific remedies to help the Company assess how well its safety management controls support safe operations and how to begin improving its safety performance. Staff believes the likelihood of recurrence is low if the Company prioritizes safe operations.
9. **The Company's past performance regarding compliance, violations, and penalties.** On October 5, 2016, People for People was penalized \$700 in Docket TE-161100 for violations of 49 C.F.R. § 396.17(a). The Company paid the penalty in full.

10. **The Company's existing compliance program.** Gracie Sexton, Region Transportation Manager of People for People, is responsible for the Company's safety compliance program.
11. **The size of the Company.** People for People operates 50 CMVs and employs 44 drivers. The Company reported \$23,790,135 in gross revenue for 2021.

The Commission's Enforcement Policy provides that some Commission requirements are so fundamental to safe operations that the Commission will issue mandatory penalties for each occurrence of a first-time violation.<sup>1</sup> The Commission generally will assess penalties by violation category, rather than per occurrence, for first-time violations of those critical regulations that do not meet the requirements for mandatory penalties. The Commission will assess penalties for any equipment violation meeting the Federal Motor Carrier Safety Administration's "out-of-service" criteria and for repeat violations of critical regulations, including each occurrence of a repeat violation.

The Commission has considered these factors and determined that it should penalize People for People \$400 (Penalty Assessment), calculated as follows:

- Four violations of 49 C.F.R. § 391.21(b) – Using a driver who has not completed and furnished an employment application as required per regulation. The Commission assesses a "per category" penalty of \$100 for these repeat violations.
- Sixty violations of 49 C.F.R. § 395.8(a)(1) – Failing to require driver to prepare a record of duty status. The Commission assesses a "per category" penalty of \$100 for these critical violations.
- Two violations of 49 C.F.R. § 396.17(a) – Using a commercial motor vehicle (CMV) not periodically inspected. The Commission assesses a penalty of \$100 for each occurrence of this repeat critical violation, for a total of \$200.

This information, if proven at a hearing and not rebutted or explained, is sufficient to support the Penalty Assessment.

Your penalty is due and payable now. If you believe any or all the violations did not occur, you may deny committing the violation(s) and contest the penalty through evidence presented at a hearing or in writing. Alternatively, if there is a reason for any or all the violations that you believe should excuse you from the penalty, you may ask for mitigation (reduction) of the penalty through evidence presented at a hearing or in writing. The Commission will grant a request for hearing only if material issues of law or fact require consideration of evidence and resolution in a hearing. Any request to contest the violation(s) or for mitigation of the penalty must include a written statement of the reasons supporting that request. Failure to provide such a statement will result in denial of the request. *See* RCW 81.04.405.

#### Contesting \$100 of Penalty

<sup>1</sup> Docket A-120061 – Enforcement Policy of the Washington Utilities & Transportation Commission – Section V.

If you properly present your request for a hearing and the Commission grants that request, the Commission will review the evidence supporting your dispute of the violation(s) or application for mitigation in a Brief Adjudicative Proceeding before an administrative law judge. The administrative law judge will consider the evidence and will notify you of their decision.

**You must act within 15 days after receiving this notice** to do one of the following:

- Pay the amount due.
- Contest the occurrence of the violation(s).
- Admit the violations but request mitigation of the penalty amount.

Please indicate your selection on the enclosed form and submit it electronically through the Commission's web portal **within FIFTEEN (15) days** after you receive this Penalty Assessment. If you are unable to use the web portal, you may submit it via email to records@utc.wa.gov. If you are unable to submit the form electronically, you may send a paper copy to the Washington Utilities and Transportation Commission, PO Box 47250, Olympia, Washington 98504-7250.

**If you do not act within 15 days**, the Commission may take additional enforcement action, including but not necessarily limited to suspending or revoking your certificate to provide regulated service, assessing additional penalties, or referring this matter to the Office of the Attorney General for collection.

DATED at Lacey, Washington, and effective July 14, 2022.

*/s/Rayne Pearson*  
RAYNE PEARSON  
Director, Administrative Law Division

WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION  
PENALTY ASSESSMENT TN-220487

**PLEASE NOTE:** You must complete and sign this document and send it to the Commission within 15 days after you receive the Penalty Assessment. Use additional paper if needed. I have read and understand RCW 9A.72.020 (printed below), which states that making false statements under oath is a class B felony. I am over the age of 18, am competent to testify to the matters set forth below and I have personal knowledge of those matters. I hereby make, under oath, the following statements.

1. **Payment of penalty.** I admit that the violations occurred and enclose \$400 in payment of the penalty.

2. **Contest the violation(s).** I believe that the alleged violation(s) did not occur for the reasons I describe below (if you do not include reasons supporting your contest here, your request will be denied): *We are contesting the four violations of 49 CFR §391.21(b) for the employment application. Please see response to violation #4 of Safety Management plan. We corrected in 2016 and UIC did not notify us that our response was not adequate to meet regulation.*

a) I ask for a hearing to present evidence on the information I provide above to an administrative law judge for a decision.

OR  b) I ask for a Commission decision based solely on the information I provide above.

3. **Application for mitigation.** I admit the violations, but I believe that the penalty should be reduced for the reasons set out below (if you do not include reasons supporting your application here, your request will be denied):

a) I ask for a hearing to present evidence on the information I provide above to an administrative law judge for a decision.

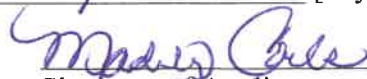
OR  b) I ask for a Commission decision based solely on the information I provide above.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing, including information I have presented on any attachments, is true and correct.

Dated: 7-22-2022 [month/day/year], at YAKIMA, WA [city, state]

**People For People**

Name of Respondent (company) – please print

  
Signature of Applicant

RCW 9A.72.020 "Perjury in the first degree."

- (1) A person is guilty of perjury in the first degree if in any official proceeding he or she makes a materially false statement which he or she knows to be false under an oath required or authorized by law.
- (2) Knowledge of the materiality of the statement is not an element of this crime, and the actor's mistaken belief that his or her statement was not material is not a defense to a prosecution under this section.
- (3) Perjury in the first degree is a class B felony.

People For People

DOT#: 2114249

Responsible Executive: Madelyn Carlson, Chief Executive Officer

Point of Contact: Kristin Melcher, Director of Transportation

**Violation #1: Primary: 395.8(a)(1) Failing to require a driver to prepare a record of duty status**

- (1) Transportation Management felt that the timecard records in Yakima satisfied the requirements of the regulation.
- (2) Management has reviewed the "Achieving a Satisfactory Motor Carrier Safety Record" guide provided by UTC. Effective 6/1/2022 all drivers in Yakima now complete a record of duty status that we call "Daily Sheet." The Moses Lake location was using the Daily Sheet and will continue to do so. Attached to this Safety Management Plan is an example of the daily sheet, the memo stating when it went into effect.
- (3) Management will continue to review the regulations and the guide produced by the UTC "Achieving a Satisfactory Motor Carrier Safety Record." Management has and will continue to train drivers on the proper completion of time records and logbooks. Driver Supervisors will check time records and Daily Sheets each pay period to ensure true and accurate completion. Attached is a completed Daily Sheet showing that we understand the requirements under the regulation and that we are currently following this updated procedure.

**Violation #2: Primary: 396.17(a) Using a commercial motor vehicle not periodically inspected**

- (1) Transportation Management has all vehicles inspected annually, however, there were delays in the inspections due to unforeseen issues with availability due to staffing issues at the certified mechanical shop cause by the COVID-19 pandemic.
- (2) Formulas were added to the PFP PM Service Intervals for both Moses Lake and Yakima locations. A column was included to record the last completed annual inspection. The formula uses that column to color code cells at 30 days, 30-15 days and 15-0 days. Each day the mileage for all vehicles are updated with the prior day's runs. This will serve as a visual reminder to schedule inspections accordingly. Attached is a copy of the updated PM Service Intervals for both Moses Lake and Yakima.
- (3) Management will continue to review the regulations and the guide produced by the UTC "Achieving a Satisfactory Motor Carrier Safety Record." The PM Service Interval spreadsheets will continue to be updated daily and annual inspections scheduled in the appropriate amount of time.

**Violation #3: Primary: 382.711(b) Carrier failed to register with the FMCSA Clearinghouse**

- (1) We do not agree that a violation has occurred.
- (2) Per our Drug and Alcohol Testing Third-Party Administrators (TPA), as well as our compliance officer with Washington State Department of Transportation, who oversees our funding, we are exempt from this requirement. The clearinghouse is a regulation under FMSCA – 49 CFR Part 382 Subpart G that was added January 3, 2020. It is our understanding that People For People is not required to be enrolled in the Clearinghouse as we are exempt from Part 382 because our drivers perform only FTA-regulated safety-sensitive functions. Our drivers are subject only to the

alcohol and/or controlled substances testing requirements of Part 655. We have included email documentation from the TPA and WSDOT.

- (3) We consider ourselves exempt from this requirement and therefore there are no actions necessary.

Violation #4: Primary: 391.21(b) Using a driver who has not completed and furnished an employment application as required per regulation.

- (1) Transportation Management felt that this violation was corrected after the 2016 UTC audit.
- (2) In 2016 the UTC performed a monitoring visit for People For People. During that audit it was noted that we did not have the proper employment application. We responded to that stating that our policy does not allow us to collect sensitive information, such as social security numbers on our online application. We noted that we request information such as the social security number and the date of birth after we make the job offer. That is then used for pre-employment drug screening and background check. Upon hiring, this data is also requested on the I-9. A new form was created to attach to the Driver Application that captures the information. We had no further comment from the UTC so we took that to mean that our response was appropriate and therefore we can continue as documented.
- (3) We have further modified our employment application. We are in the draft stages and will be reviewing. Please see attached draft as it has the proposed corrections in red font.

We respectfully request a response to these replies on the four violations so that we know that changes will satisfy the requirements of the regulations.

I, Madelyn Carlson, CEO, certify that People For People will operate in compliance with the federal and state regulations and our operations currently meet the safety standard found in Title 49 CFR Sections 385.5 and 385.7.



Signature  
Madelyn Carlson, CEO  
People For People



Date



## MEMO

**DATE:** May 27, 2022  
**TO:** DRIVERS  
**FROM:** Gracie Sexton, Bob Walsh  
**SUBJECT:** Daily Hours

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During the WA State Utilities and Transportation Commission (UTC) safety inspection two weeks ago, it was discovered that we are not tracking driver hours as per the UTC requirements. We need to show breaks, lunch, and actual service time on the road, and this information must match timesheets for each pay period.

**Effective June 1, 2022**, you will need to call in your hours **daily** at any time after your shift ends. Dial the following number, **654-7900**. **Note:** you'll get a recording that says it's the '*Weather Line*'. IT is working on updating this. **Select #1 for Yakima** and leave the following information:

- Start time (*include the 15-min precheck prior to leaving for your first pick up*)
- End time (*after you've performed the 15 min post check*)
- Lunch break (how long of a break)
- Veh #(s) and start and end miles for the day

We'll also have the *Daily Sheet* on a clipboard in the Dispatch office for drivers that are on the lot and prefer to write it in at the end of their shift. This information needs to be input into our system daily, therefore, we will check the messages and clipboard each morning. Please **DO NOT** text your hours to Robert or Dispatch staff.

If you have any questions, contact Robert.

Bus #	Driver Name	Notes	Start Time		End Time		Start OD	End OD	Total Off-Time/Check Break Time		Scheduled Hours (Scheduled)	Driver Hours (ACTUAL)
			SCHED	ACTUAL	SCHED	ACTUAL			SCHED	ACTUAL		
2006	Graban, Renee	Para	7:30	7:45	16:30	16:30	38,307	38,438	0.50	0.50	8.50	8.75
2010	Buenavista, Bianca	Para / RT 202 (WORK EXPRESS - PM)	10:00	10:00	19:30	19:19	42,109	42,307	0.50	0.50	9.00	8.75
1800	Cox, Terry	RT 200 (Community Connector -AM)										
1710	Hayes, Donna	Para	6:45	7:16	17:15	14:30	114,839	115,067	0.50	0.50	10.00	8.75
1814	Herrandez, Rolando	RT 201 (Valley Shuttle)	8:00	7:30	16:30	16:45	118,087	118,229	0.50	0.50	8.00	8.75
1800	Knebusch, Jonathan	RT 200 (Community Connector -PM)	12:30	12:16	19:30	19:30	132,284	132,485	0.50	0.50	6.50	7.25
2009	Leas, Lupe	Para/ RT 200 (Community Connector AM)	4:00	4:00	13:30	13:15	23,517	23,728	0.50	0.50	9.00	8.75
2008	Milke, Cindy	RT 202 (WORK EXPRESS - AM) / Para	4:45	4:30	14:00	14:42	56,394	55,687	0.50	0.50	8.75	8.70
1807	Wynell, Jeremy	Para	8:00	8:45	17:00	16:50	87,889	88,139	0.50	1.00	8.50	6.75
2007	Sager, Bob	Para	5:00	4:45	14:00	13:15	39,057	39,171	0.50	1.00	8.50	7.50
	Cox, Ed	Dispatch	8:00		17:00					1.00	0.00	8.00

BUS #	Driver Name	Notes	Start Time	End Time	Start OD	End OD	Total OR - The-Clock Break Time	Driver Hours
2006	Self-Directed (Coral Gables, River)	Para	7:15	8:30	88307	88438	.50	7.85
2010	Buenrostro, Blanca	Para / RT 202 (WORK EXPRESS - PM)						
1800	COX, Terry	RT 200 (Community Connector - AM)			42104	42302	.50	
1709	Seaborn, Renee	Ecipse + Para + Ecipse						
1710	Hayes, Donna	Ecipse / Para / Ecipse	7:15	8:50	114939	115067	.50	6.75
1814	Hernandez, Rolando	RT 201 (Valley Shuttle)	7:30	8:45	119087	119224	.50	7.70
1800	Knebusch, Jonathan	RT 200 (Community Connector - PM)	2:45	2:50	132145	132166	.50	
1813	Licea, Lupe	BUS # 200 COMM CONNECTOR / DOOR TO DOOR	4:00	3:15	23517	23728	.50	8.45
2008	Mauldin, Jamie							
2008	Miller, Cindy	RT 202 (WORK EXPRESS - AM) / Para						
1807	Robles, Lucy							
1406	Worrell, Jeremy		8:45	8:10	97999	88139	1 hr	6.75
2009	Sager, Bob							
2009	Licea, Lupe	RT 200 (Community Connector AM)						
	Cover, Ed	SUSPICIOUS	8:00	7:00			1 hr	3.0
	Mauldin, Jamie							

12:40 - 12:10  
1:10

10:50 - 11:20  
78

(10:50 - 7:15)

**PFPP**  
Preventative Maintenance

Vehicle	Last PM	Current Mileage	Next PM	Service	Miles-Due	Last Annual Inspection	Annual Inspection Expiration	Interval		OOS Date
1406	128,144	130,502	131,144	A	592	05/04/22	05/04/23	5000	MMV-1	
1407	152,232	155,669	157,232	A	1,663	04/27/22	04/27/23	3000	MMV-1	
1502	126,121	130,089	131,121	A	1,032	N/A		3000	Silver Subaru	
1503	87,725	89,213	92,725	A	3,512	N/A	#VALUE!	3000	Honda mini van	
1701	187,852	187,870	195,352	A	7,482	05/27/22	08/27/23	7500	Connector	
1708	108,908	110,095	113,908	A	3,813	N/A		3000	White Subaru	
1709	132,261	139,878	139,761	C	1,083	04/18/22	04/18/23	7500	Renee	
1710	112,499	118,935	120,000	B	1,001	04/20/22	04/20/23	7500	Donna	
1800	134,195	139,656	141,700		3,014	12/09/21	12/09/22	7500	Connector	
1805	87,101	89,282	94,601	A	5,309	04/28/21	04/28/22	7500	Bob S.	2/4/2022
1806	104,281	104,281	111,781	A	7,500	04/01/21	04/01/22	7500	Lupe	1/24/2022
1807	92,191	92,711	99,691	A	6,980	04/28/22	04/28/23	7500	Jeremy	
1809	46,902	47,130	51,902	A	4,772	N/A		5000	Honda CRV	
1813	105,933	107,661	110,933	C	3,282	04/04/22	04/04/23	5000	Lupe	
1814	123,821	124,789	128,821	B	4,052	04/12/22	04/12/23	5000	Rolando	
2006	41,306	41,990	48,806	A	6,826	04/28/22	04/28/23	3500	Jarrod	
2007	34,287	38,599	39,287	A	728	04/28/22	04/28/23	3000		
2008	61,248	62,191	66,248	A	4,057	04/25/22	04/25/23	3000	Cindy	
2009	26,521	27,070	31,521	A	4,451	04/18/22	04/18/23	3000		
2010	36,711	46,205	46,211	A	6	05/05/22	05/05/23	1500	Bianca	

**PPF**  
Preventative Maintenance

Vehicle	Last PM	Current Mileage	Next PM	Service	Miles-Due	Annual Inspection Completed	Annual Inspection Expiration
1301	210,063	217,499	217,500	A	1	06/14/22	06/14/23
1303	232,016	239,117	240,000	A	883	04/19/22	04/19/23
1304	209,881	214,941	217,500	A	2,559	05/04/22	05/04/23
1306	224,561	227,876	232,500	A	4,624	04/15/22	04/15/23
1403	79,824	81,051	95,000	A	3,949	05/09/22	05/09/23
1404	84,551	84,551	90,000	B	5,449	05/05/22	05/05/23
1405	85,157	87,655	90,000	B	2,345	05/10/22	05/10/23
1408	254,114	257,822	262,500	A	4,678	05/18/22	05/16/23
1501	247,120	247,120	255,000	A	7,880	05/04/22	05/04/23
1702	187,301	194,522	194,970	A	448	04/18/22	04/18/23
1703	150,901	157,051	157,500	A	449	05/19/22	05/19/23
1704	194,589	199,206	202,470	A	3,264	04/22/22	04/22/23
1705	195,214	200,340	202,500	A	2,160	04/22/22	04/22/23
1706	202,636	202,637	210,000	A	7,363	04/28/22	04/28/23
1707	187,157	192,343	194,970	A	2,627	05/11/22	05/11/23
1801	112,103	116,522	120,000	A	3,478	05/10/22	05/10/23
1802	134,479	142,038	142,500	A	462	05/05/22	05/05/23
1803	126,990	132,109	135,000	B	2,891	05/09/22	05/09/23
1804	112,120	115,911	120,000	A	4,089	05/04/22	05/04/23
1810	59,972	59,972	85,000	A	5,028	05/05/22	05/05/23
1811	75,347	79,738	80,000	A	262	04/22/21	04/22/21
1812	89,735	91,721	95,000	A	3,279	05/03/22	05/03/23
2001	64,591	65,698	70,000	A	4,302	05/03/22	05/03/23
2002	54,579	57,950	60,000	B	2,050	04/22/22	04/22/23
2003	44,815	45,047	52,500	A	7,453	05/02/22	05/02/23
2004	37,144	44,688	45,000	B	312	05/02/22	05/02/23
2005	44,917	45,692	52,500	A	6,808	04/28/22	04/28/23
2104	6,951	9,258	15,000	A	5,742	05/16/22	05/16/23
2105	236,857	237,801	240,000	A	2,159	06/27/22	06/27/23
2106	232,250	234,676	240,000	A	5,324	05/24/22	05/24/23
2107	259,188	260,892	282,500	A	1,608	05/17/22	05/17/23
<b>COMPANY CARS</b>							
521		205,928	10/11/22	A			
1713	37,630	37,631	11/11/22	A		05/12/22	05/12/23
2101	06/13/22	44,030	11/11/22	A			

**Kristin Melcher**

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**From:** Kristin Melcher  
**Sent:** Wednesday, July 13, 2022 1:15 PM  
**To:** 'Meza, Olivia'  
**Cc:** Jesus Rodriguez; 'kate.tollefson@wsdot.wa.gov'  
**Subject:** RE: [EXTERNAL] People For People UTC Report  
**Attachments:** People For People UTC Report.pdf

Hi Olivia,

Thank you so much! Please see attached. We really appreciate your help!  
Kristin

**From:** Meza, Olivia <MezaOli@wsdot.wa.gov>  
**Sent:** Thursday, July 7, 2022 6:37 PM  
**To:** Kristin Melcher <kmelcher@pfp.org>  
**Cc:** Jesus Rodriguez <jrodriguez@pfp.org>  
**Subject:** RE: [EXTERNAL] People For People UTC Report

Hi Kristin,

Per our compliance officer, the organizations WSDOT oversees are exempt from this requirement, thus you should be exempt as well. We would advise that you bring up the exemption to UTC staff and see if they have a rebuttal.

Would you be able to send us the report from UTC? Our compliance officer would like to take a look at the feedback.

Thank you!

Olivia

Community Liaison - South Central Region | WSDOT Public Transportation Division | P: 509-309-0016 | E: [mezaoli@wsdot.wa.gov](mailto:mezaoli@wsdot.wa.gov)

**From:** Meza, Olivia  
**Sent:** Tuesday, July 5, 2022 10:30 PM  
**To:** Kristin Melcher <[kmelcher@pfp.org](mailto:kmelcher@pfp.org)>  
**Cc:** Jesus Rodriguez <[jrodriguez@pfp.org](mailto:jrodriguez@pfp.org)>  
**Subject:** RE: [EXTERNAL] People For People UTC Report

Thank you for bringing this to my attention, Kristin. I just wanted to let you know that I am looking into this and have reached out to our compliance officer for further guidance. I'll let you know his response as soon as I hear back.

Thanks again,

Olivia

Community Liaison - South Central Region | WSDOT Public Transportation Division | P: 509-309-0016 | E: [mezaoli@wsdot.wa.gov](mailto:mezaoli@wsdot.wa.gov)

**From:** Kristin Melcher <[kmelcher@pfp.org](mailto:kmelcher@pfp.org)>  
**Sent:** Thursday, June 30, 2022 2:48 PM  
**To:** Meza, Olivia <[MezaOli@wsdot.wa.gov](mailto:MezaOli@wsdot.wa.gov)>

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**Kristin Melcher**

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**From:** QCL, Inc. - Tanya Scheelke <tanya@qcldrug.com> on behalf of QCL, Inc. - Tanya Scheelke  
**Sent:** Wednesday, June 29, 2022 3:20 PM  
**To:** Jesus Rodriguez; QCL - Abby Littleton  
**Cc:** Kristin Melcher  
**Subject:** Re: UTC Audit Corrections in the D&A program

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Jesse,

Let's plan for the on-site monitoring and visit for Wednesday the 20th. Afternoons are typically a bit better for me, does 2:30, 3:00 work for you?

Please let me know if I may be of further assistance.

*Thank you and have a great day!*

**Tanya Scheelke**  
QCL, Inc.  
Administrative Director  
P: 800-770-3944  
F: 509-754-9411

On Wednesday, June 29, 2022, 01:01:13 PM PDT, QCL - Abby Littleton <abby@qcldrug.com> wrote:

The clearinghouse is a regulation under FMCSA - 49 CFR Part 382 Subpart G that was added January 3, 2020. It was our understanding that People for People was not required to be enrolled in the Clearinghouse as you are exempt from part 382....

**DOT Regulation 49 CFR Part 382.03 Applicability...**

(d) *Exceptions.* This part shall not apply to employers and their drivers:

(1) Required to comply only with the alcohol and/or controlled substances testing requirements of [part 655 of this title](#) (Federal Transit Administration alcohol and controlled substances testing regulations)

Please feel free to let me know if you have any questions or concerns.

Sincerely,

**Abigail Littleton**  
QCL, Inc.  
Director of Compliance  
QCL Office: 509.754.3944  
QCL Fax: 509.754.9411  
Toll Free: 800.770.3944  
Cell Number: 509.237.3935  
Website: www.QCLDrug.com

†

Kristin Melcher

From: QCL - Abby Littleton <abby@qclidrug.com> on behalf of QCL - Abby Littleton  
Sent: Thursday, July 7, 2022 10:24 AM  
To: Jesus Rodriguez; QCL, inc. - Tanya Scheelke  
Cc: Kristin Melcher  
Subject: Re: UTC Audit Corrections in the D&A program

Follow Up Flag: Follow up  
Flag Status: Flagged

Jesse,

I found this on one of the Q&A pages on the clearinghouse and thought it may be helpful:

*Under 49 CFR § 382.103(d)(1), the requirements of 49 CFR Part 382 do not apply to employers and their drivers "required to comply with the alcohol and/or controlled substances testing requirements of part 655 (Federal Transit Administration (FTA) alcohol and controlled substances testing regulations)." Does this mean that FTA-regulated employers and drivers are exempt from the Clearinghouse requirements?*

It depends. Drivers who perform only FTA-regulated safety-sensitive functions are exempt from Part 382, including the Clearinghouse requirements, as are their employers. These drivers and employers are subject only to the alcohol and/or controlled substances testing requirements of Part 655. On the other hand, FTA-regulated entities that employ drivers who also perform FMCSA-regulated safety-sensitive functions must comply with the relevant alcohol and/or controlled substances testing requirements of Part 382. The following examples illustrate how employers subject to Part 655 also could be subject to Part 382.

**Example #1:** A driver operates a bus under the authority of the FTA during the week, but sometimes operates a charter bus, for the same employer, on the weekend. The charter operation is regulated by FMCSA, not FTA. If the driver is involved in a crash during the charter operation and is subject to post-accident testing, that testing is conducted under the authority of FMCSA (§ 382.303) and the results must be reported to the Clearinghouse. The same would be true for any testing conducted under the authority of FMCSA (e.g., random testing for drivers in an FMCSA random pool (§ 382.305)). This result is the same for any employer regulated by more than one Department of Transportation (DOT) mode; the modal authority under which the testing is conducted determines which modal regulations apply.

**Example #2:** A driver regularly operates a bus under the authority of the FTA, but sometimes operates a truck, for which a commercial driver's license (CDL) is required, for the same employer. In situations like this, the dual FTA/FMCSA regulated employer must conduct a pre-employment query for any driver expected to perform any FMCSA-regulated safety-sensitive functions in the course of their employment, and conduct an annual query for all drivers who have performed any FMCSA-regulated function within the last year.

Please feel free to let me know if you have any questions or concerns.

Sincerely,

Abigail Littleton  
QCL, inc.  
Director of Compliance



**People For People U.S. DOT #: 2114249**

Washington Utilities and Transportation Commission 2016 Compliance Review -- 09-13-2106 Report

Reviewer - Wayne Gilbert -- wgilbert@utc.wa.gov

People For People Primary Contact -- Jan Ollivier -- jollivier@pfp.org

**Part B Violations Response**

#	Description	Explanation/ how was allowed to happen	Action Implemented	Timeline
1	Using a commercial motor vehicle not periodically inspected. Vehicles at Moses Lake facility do not have any proof of annual vehicle inspections being conducted.	Moses Lake - Since comparable checks as defined by UTC are performed at each PM service, it was thought that this would cover the annual inspection requirement.	Moses Lake -- In addition to safety checks done at each PM service we have enlisted CWR to do specific annual inspection checks on all vehicles between July and August of each year.	Moses Lake - Process was started following the audit. We are approximately 1/3 through our inventory. We plan to have all active vehicles completed by the end of Nov. 2016.
2	Failing to conduct random controlled substances testing at an annual rate of not less than the applicable annual rate of the average number of drivers. Carrier failed to conduct the minimum number of random controlled substances testing by only testing 11 of the 12 needed.	HR misunderstood the requirement.	8/23/16 HR met with "Quality Compliance Link, Inc" (QCL) and directed them to separate CDL drivers from non-CDL drivers in Random Eligibility Lists and to monitor compliance quarterly. 9/20/16 HR met with "The Healthy Worker" to discuss the action necessary to separate the CDL Drivers from all others. HR will monitor quarterly and prior to end of year reporting.	Complete

3	Failing to ensure that each driver subject to random alcohol and controlled substances testing has an equal chance of being selected each time selections are made. Carrier had a total of 25 CDL drivers and 12 non-CDL drivers in the DOT pool. This resulted in five non-CDL drivers being selected for random testing and only 11 CDL drivers tested instead of the 12 that were required for the calendar year.	HR misunderstood the requirement.	8/23/16 HR met with "Quality Compliance Link, Inc" (QCL) and directed them to separate CDL drivers from non-CDL drivers in Random Eligibility Lists and to monitor compliance quarterly. 9/20/16 HR met with "The Healthy Worker" to discuss the action necessary to separate the CDL Drivers from all others. HR will monitor quarterly and prior to end of year reporting.	Complete
4	Failing to provide to employees a written policy on misuse of alcohol and controlled substances that meets the requirements of 382.601(b) 1-11. Although a very thorough Drug and Alcohol Policy does exist, the identity of the person that is responsible for the program is not listed.	People For People not aware of the requirement. PFP D&A Policy contained only the title/office of the Designated Employee Contact (HR Department).	Corrected the PFP D&A Policy to reflect the "Name" of the Designated Employee Contact (Jesus Rodriguez).	Corrected the PFP D&A Policy to reflect the "Name" of the Designated Employee Contact (Jesus Rodriguez). Deadline December 2016 to receive updated signatures from employees.
5	Failing to file the appropriate form under 390.19(a) (MCS-150, 150B or 150C) each 24 months according to the schedule. Carrier has not updated their MCS-150 since 12/20/2013, a new one was required to be updated by 09/2014 and will be required again in 09/2016	PFP staff misunderstood the required timing of filing the update.	The on-line MCS-150 form was updated 9/16/2016. The form will be updated as needed and a new one will be filed 9/2018.	Completed

<p>6 Using a driver who has not completed and furnished an employment application. Carrier failed to require drivers to furnish a completed employment application when the application does not contain the date of birth or social security number.</p>	<p>PFP current policy does not allow requesting this information at time of application.</p>	<p>PFP does request SSN &amp; DOB after we make a job offer. Used for Pre-employment Drug Screening and Background Check. Upon hire this data is also requested for 19 Employment Eligibility Verification and E-Verify. A new form has been created to attach to the Driver Application that will capture SSN &amp; DOB at the time of job offer and prior to hire.</p>	<p>Complete</p>
<p>7 Failing to investigate driver's background within 30 days of employment. Carrier conducted a driver's license background check on 7/31/2012, however did not hire Ms. Miller until 10/08/2012.</p>	<p>People For People was unaware of this requirement. There was a delay in hiring this applicant and others.</p>	<p>HR will request an abstract from the applicant on the day we make an employment offer. This procedure has been added to our New Hire Checklist.</p>	<p>Complete</p>
<p>8 Failing to make an inquiry into the driving record of each driver to the appropriate State agencies in which the driver held a commercial motor vehicle operator's license at least once every 12 months.</p>	<p>This was an oversight at both locations.</p>	<p>Moses Lake and Yakima annual checks will continue to be performed on a yearly basis and recorded on the drivers Matrix Form with a tickler set up on our calendars.</p>	<p>Complete</p>
<p>9 Failing to review the driving record of each driver to determine whether that driver meets minimum requirements for safe driving or is disqualified to drive. Carrier failed to review annual driver's abstract within a 12-month period.</p>	<p>This was an oversight at both locations and misunderstanding of time frame requirements.</p>	<p>Moses Lake and Yakima – Abstract checks are completed annually. We will set up a tickler system as a reminder on a yearly basis.</p>	<p>ML and Yakima Driver Supervisor will review all abstracts on file and note on the abstracts that they were reviewed by 10/31/16.</p>

<p>10</p> <p>Failing to maintain a note relating to the annual review of the driver's driving record as required by 391.25(c)(2). Carrier pulled the annual drivers abstract however there is no indication that the abstract was reviewed for 2015 or 2016.</p>	<p>People For People was not aware of the notation requirement.</p>	<p>ML and Yakima – Abstract checks are done annually. Although documented at time of receipt no indication of review was noted. Going forward, notation of review will be documented.</p>	<p>ML and Yakima Driver Supervisor will review all abstracts on file and note that they were reviewed by 10/31/16.</p>
<p>11</p> <p>Failing to place a note related to the verification of the medical examiner's listing on the National Registry of Certified Medical Examiners required by 391.23(m) in driver disqualification file(s). Carrier failed to annotate the verification of medical examiner's listing in the National Registry as required.</p>	<p>People For People was not aware of the requirement to verify our Medical Examination Doctors each time we received a Med Exam Report.</p>	<p>HR will verify the Medical Examiner is listed on the "National Registry of Certified Medical Examiners" for every Medical Exam Report we receive. HR will check all previous Med Exam Reports for all current drivers to ensure they have been verified.</p>	<p>9/22/16 HR began to conduct verifications. This will take approximately one week. For all employees whom we find that the Med Exam Doctor or PA is not listed on the National Registry, the employee will be scheduled for a new Medical Exam.</p>
<p>12</p> <p>Failing to keep maintenance record which identifies the vehicle, including make, serial number, year, and tire size. Maintenance records are kept however they are not properly marked that identifies the vehicle, make, serial number, year, and tire size.</p>	<p>People For People was not aware of the requirement to have the files identified in that manner.</p>	<p>Yakima's maintenance records are noted in the VM database, and invoice hard copies filed in a binder for work completed on each vehicle and will allot space in the VM database to show the tire size as well. Moses Lake and Yakima maintenance binders will be clearly marked by vehicle #, make, serial #, year and tire size.</p>	<p>Process Implemented.</p> <p>All Moses Lake vehicle binders have been updated to carry this information on the cover page.</p> <p>Yakima will update all documents and data base by October 31, 2016.</p>

<p>13</p> <p>Failing to certify that repairs were made or were not necessary. Vehicle was found to have a rear marker light in-op and no indication that a repair was made or was not necessary. The carrier failed to certify that repairs were made or were not necessary a total of 24 separate times with eight different vehicles.</p>	<p>People For People was not aware of the requirement.</p>	<p>A revision to the DVIR for both Moses Lake and Yakima has been revised to meet UTC specifications.</p>	<p>Yakima Driver Supervisor has completed training on September 10<sup>th</sup> on the DVIR requirement. Moses Lake Driver Supervisor will release the new DVIR and walk drivers through the process at our next drivers meeting set for October 22<sup>nd</sup>.</p>
<p>14</p> <p>Failing to retain periodic inspection report for 14 months from date of inspection. Periodic annual DOT inspections must be retained for a period of 14 months from the date of the previous inspection.</p>	<p>Moses Lake does retain the records, but at the time of audit staff did not recall that these records were kept at CWR. Yakima does retain the records in both binders and buses.</p>	<p>Moses Lake – In addition to safety checks done at each PM service we have enlisted CWR to do specific annual inspection checks on all vehicles between July and August of each year. Staffs have received training on how to access this information through CWR.</p>	<p>Moses Lake Process was started following the audit. We are approximately 75% through our inventory. We plan to have all active vehicles completed by the end of November 2016.</p>



PEOPLE FOR PEOPLE

## DRIVER Job Summary

**People For People's Mission Statement:** *Strengthen communities by providing resources and opportunities that empower people to lead self-sufficient and enriched lives.*

People For People provide the following transportation services:

- Paratransit drivers provide door-to-door or curb-to-curb service to qualified passengers such as seniors, people with disabilities, low income and children with special needs.
- Fixed-Route drivers provide curb to curb transportation service on scheduled, fixed routes.
- Commercial Driver's License (CDL) with Passenger Endorsement may be required.

Although some drivers operate within only one of the above categories, other People For People drivers provide service for both on any given day. Regardless of the type of service provided, there are certain **qualifications common to every driver** in the People For People organization:

- ✓ **Safety:** Drivers will have safety at the top of their priority list at all times. Background and driving record checks are performed, and ongoing training in areas such as Defensive Driving, Passenger Assistance, and First Aid are required.
- ✓ **Flexibility:** New drivers begin as back-up or part-time and must be available to work during a wide variety of days and times, including evenings and weekends.
- ✓ **Customer Service Skills:** Drivers need to be able to assist and communicate with diverse populations. A positive attitude is a must!
- ✓ **Professionalism:** Drivers need to be professional when dealing with the public, third party providers, and internal PFP staff.

### Minimum Requirements

- Must be a minimum of 21 years of age.
  - Valid Washington State Driver's License.
  - Proof of current automobile insurance.
  - 5-year Driver's Abstract (can be obtained at any Washington State Department of Licensing or online)
    - a. No moving violations in last three (3) years.
    - b. No at-fault accidents in the last five (5) years.
  - Able to successfully complete a pre-employment drug screen **in accordance with USDOT/FTA/FMCSA requirements.**
  - Able to pass a Commercial Driver's physical exam demonstrating overall driving fitness.
  - Able to successfully pass the Washington State Patrol Background Check and/or National Background Check, Reference Check(s) and all other required documentation.
  - Able to pass an Inquiry to Past Employer(s) check in accordance with CFR PART 40 DRUG & ALCOHOL TESTING.
2. Satisfactory completion of the following classes, scheduled by People For People (UPON HIRE):
- CPR / First Aid
  - Defensive Driving
  - Passenger Service and Safety Certification
  - Child Restraint, when required
  - Fire Extinguisher Training
  - Infectious Disease and Bloodborne Pathogens
  - Drug & Alcohol Training

People For People may require recertification of any class, physical examination or criminal history background check at any time. Compliance with PFP Employee and Driver's Policies are required. Failure to comply will result in loss of eligibility to drive for PFP. It is your responsibility to keep your eligibility current.



## TRANSPORTATION Driver Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

**We are a DRUG FREE work place.**

*People For People is an equal opportunity agency and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities. TTY Number 711*

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Phone Number: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone Number: ( ) \_\_\_\_\_

Are you over 21 years old?  Yes  No      Are you authorized to work in the U.S. on an unrestricted basis?  Yes  No

How did you learn of this opening? \_\_\_\_\_

Have you worked for People For People before?  Yes  No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?  Yes  No

Are you willing to work:  Part Time  Full Time.      Are you willing to work overtime?  Yes  No

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_

Are you willing to undergo a pre-employment drug screen?..... Yes  No

Have you ever refused or tested positive on a drug and/or alcohol test?..... Yes  No

If Yes, can you supply a copy for verification of a successful completion of a Substance Abuse Program (SAP) referral, evaluation and treatment plan?..... Yes  No

In the last 2 years have you violated any regulations under USDOT Drug and Alcohol Provision? ..... Yes  No

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School		X	X	
College/University				
College/University				

Other Training/Education: \_\_\_\_\_

In addition to your work history (reverse side), what other experiences, skills or qualifications would especially fit you for work with our agency?  
\_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

Desired Wage or Salary? \$ \_\_\_\_\_ (Circle one - Hourly/Annual)      When Can You Start? \_\_\_\_\_

**EMPLOYMENT HISTORY**

Most Recent Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Position: \_\_\_\_\_  
Date Left: \_\_\_\_\_ Position: \_\_\_\_\_  
Name and Title of Supervisor: \_\_\_\_\_  
Description of Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact  Yes  No

Previous Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Position: \_\_\_\_\_  
Date Left: \_\_\_\_\_ Position: \_\_\_\_\_  
Name and Title of Supervisor: \_\_\_\_\_  
Description of Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact  Yes  No

Previous Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Position: \_\_\_\_\_  
Date Left: \_\_\_\_\_ Position: \_\_\_\_\_  
Name and Title of Supervisor: \_\_\_\_\_  
Description of Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact  Yes  No

List three professional references that we may contact (not related to you). Please print clearly.

1. Person's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Company Name: \_\_\_\_\_
2. Person's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Company Name: \_\_\_\_\_
3. Person's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT**

- This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal and I authorize People For People to make an investigation of any of the facts set forth in this application.
- I understand that employment at People For People is "at will", which means that the employment relationship may be terminated at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of People For People other than the Chief Executive Officer has any authority to alter the foregoing.
- I further understand that if I am offered a position it is a conditional offer subject to my successfully passing a pre-employment drug screen, state and/or national background check and employment reference checks.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**DRIVING RECORD – (TO BE COMPLETED BY DRIVER APPLICANTS)**

**LIST ALL LICENSES**

State	Number	Type	Expiration Date

Has license, permit, or privilege to operate a motor vehicle ever been denied, revoked or suspended?  Yes  No

When? \_\_\_\_\_

Why? \_\_\_\_\_

Where? \_\_\_\_\_

**MOVING VIOLATIONS RECORD – List all moving violation traffic tickets received in last 3 years.**

Name of Court	Location	Date	Violation	Penalty

**TRAFFIC ARREST RECORD – List all Traffic arrests, convictions or bond forfeitures during the last 3 years.**

Name of Court	Location	Date	Violation	Penalty

**ACCIDENT RECORD – List all accidents which you have been involved in during the last 3 years.**

Date	City & State	Nature Of Accident	Preventable or Non Preventable	# Of Injured	# Of Fatalities

**DRIVING EXPERIENCE – List Type of Vehicle Drove**

**Years of Experience**


**RESIDENCY FOR PRECEDING THREE (3) YEARS (Plus seven years for CDL Applicants)**

Note: This page to be completed by the applicant post offer.

Complete Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code) (County)

From Date: \_\_\_\_\_ To: Date: \_\_\_\_\_

Complete Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code) (County)

From Date: \_\_\_\_\_ To: Date: \_\_\_\_\_

Complete Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code) (County)

From Date: \_\_\_\_\_ To: Date: \_\_\_\_\_

**DRIVER PERSONAL INFORMATION**

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
(Month, Day, Year) (City, State & Zip Code)

Social Security Number: \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT**

- This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal and I authorize People For People to make an investigation of any of the facts set forth in this application.
- I understand that employment at People For People is "at will", which means that the employment relationship may be terminated at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of People For People other than the Chief Executive Officer has any authority to alter the foregoing.
- I further understand that if I am offered a position it is a conditional offer subject to my successfully passing a pre-employment drug screen, state and/or national background check and employment reference checks.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



APPLICANT ACKNOWLEDGMENT  
OF  
USDOT-FTA DRUG TEST REQUIREMENT

I understand that as part of my application for employment I must successfully complete a USDOT- FTA drug test as required by 49 CFR Part 655. I understand that a job offer is contingent upon successfully completing and passing a pre-employment drug test. **This includes any requirements under FMCSA.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Time

**People For People Voluntary Applicant  
Information Form**

To assist People For People in our equal employment opportunity and affirmative action efforts, please complete this Voluntary Applicant Information Form. Be assured that this information you will provide will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including affirmative action considerations and related government reporting and record keeping requirements. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

*People For People is an equal opportunity agency and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities. TTY Number 711*

Name: (Last, First, Middle)		<input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rico, South or Central American or other Spanish culture or origin regardless of race)		
<b>If you are NOT Hispanic or Latino, please select the category that best applies to you (check ONE box only)</b>		
<input type="checkbox"/> White (A person having origins in any of the original peoples of Europe, the Middle East or North Africa)		
<input type="checkbox"/> Black or African American (A person having origins in any of the black racial groups of Africa)		
<input type="checkbox"/> Native Hawaiian or other Pacific Islander (A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)		
<input type="checkbox"/> Asian (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 Island, Thailand and Vietnam)		
<input type="checkbox"/> American Indian or Alaska Native (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)		
<input type="checkbox"/> Two or More Races (A person who identifies with more than one of the above five races)		
<b>Please Check All That Apply to You:</b>		
<input type="checkbox"/> <b>Special Disabled Veterans</b> means (i) 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 Department of Veteran Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service-connected disability.		
<input type="checkbox"/> <b>Veteran of the Vietnam-era</b> means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.		
<input type="checkbox"/> <b>Recently Separated Veterans'</b> means any veteran who served on active duty in the U.S. military, ground, naval or air service during the one year period beginning on the date of such veteran's discharge or release from active duty.		
<input type="checkbox"/> <b>Other Protected Veterans'</b> means veterans 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. For those with Internet access, the information required to make this determination is available at <a href="http://www.opm.gov/veterans/html/vgmedal2.htm">http://www.opm.gov/veterans/html/vgmedal2.htm</a> . A copy of the list also may be obtained by calling (301) 3066752 and requesting that a copy of the list be mailed to you.		

**RELEASE OF INFORMATION FORM – 49 CFR PART 40 DRUG & ALCOHOL TESTING**

**Section I. To be completed by the new employer, signed by the employee, and transmitted to the previous employer:**

Employee Printed or Typed Name: \_\_\_\_\_

Employee SS or ID Number: \_\_\_\_\_

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in *Section I-B*, to the employer listed in *Section I-A*. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in *Section II-A* by my previous employer, is limited to the following DOT-regulated items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I-A.**

New Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Designated Employer Representative: \_\_\_\_\_

**I-B.**

Previous Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Designated Employer Representative (if known): \_\_\_\_\_

**Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:**

**II-A.** In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing--

1. Did the employee have alcohol tests with a result of 0.04 or higher? YES \_\_\_ NO \_\_\_
2. Did the employee have verified positive drug tests? YES \_\_\_ NO \_\_\_
3. Did the employee refuse to be tested? YES \_\_\_ NO \_\_\_
4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? YES \_\_\_ NO \_\_\_
5. Did a previous employer report a drug and alcohol rule violation to you? YES \_\_\_ NO \_\_\_
6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? YES \_\_\_ NO \_\_\_ N/A \_\_\_

*NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g. SAP report(s), follow up testing record).*

**II-B**

Name of person providing information in Section II-A: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

<i>For Office Use Only</i>	
Mailed Date: _____	Phone Number: _____
Follow Up Date: _____	Contact Person: _____
Follow Up Date: _____	Contact Person: _____

INQUIRY TO PAST EMPLOYER	
FROM - PROSPECTIVE EMPLOYER	TO - PREVIOUS EMPLOYER
COMPANY	COMPANY
INDIVIDUAL	INDIVIDUAL
ADDRESS	ADDRESS
CITY STATE ZIP	CITY STATE ZIP

Dear Motor Carrier:

The person named below has made application to this company for employment as \_\_\_\_\_ and states that he/she was employed by your company as \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Please reply to the inquiry below respecting this applicant. The applicant has waived any claim of liability against your company for information submitted in response to this inquiry – see release form at bottom of this page.

Sincerely, \_\_\_\_\_

**NAME OF APPLICANT**

**SOCIAL SECURITY NUMBER OF APPLICANT**

1. Is employment record with your company as stated above? \_\_\_\_\_
2. What kind(s) of work did applicant do? \_\_\_\_\_
3. If employed as a driver, specify type of equipment driven. \_\_\_\_\_
4. Number of accidents \_\_\_\_\_ Number preventable \_\_\_\_\_
5. Was applicant's driver's license ever suspended or revoked? \_\_\_\_\_
6. Reason for leaving your employment: Discharged \_\_\_\_\_; Laid off \_\_\_\_\_; Resigned \_\_\_\_\_
7. Was applicant's general conduct satisfactory? Yes \_\_\_\_\_; No \_\_\_\_\_; Other \_\_\_\_\_
8. Is applicant competent for the position applicant is seeking? Yes \_\_\_\_\_; No \_\_\_\_\_; Other \_\_\_\_\_
9. Would you re-employ? Yes \_\_\_\_\_; No \_\_\_\_\_; Other \_\_\_\_\_
10. Any remarks with regard to questions 1 – 9 above? \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature of person supplying information)

Detach here for your files.

**FORMER EMPLOYER LIABILITY RELEASE**

(Former Employer)

(Date)

I hereby authorize you to release all information regarding my service, character, and conduct while in your employment, and you are released from any and all liability, which may result from furnishing such information.

(Applicant's Signature)

(Witness's Signature)

CO. LICENSING

**Abstract of Driving Record - Release of Interest**

People For People, 304 West Lincoln, Yakima, WA 98902, (509) 248-6726

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Employer, prospective employer, or volunteer organization name: **People For People**

Agent business name if acting on behalf of the company for employment purposes: N/A

This is an authorization of:

1. Employee – for release of my driving record for employment purposes, at my employer’s discretion for the full term of my employment; or
2. Prospective employee – for release of my driving record for employment purposes, not to exceed 30 days from date signed; or
3. Volunteer – for release of my driving record for a position applied for that requires me driving at the direction of the volunteer organization.

I, Your name, am an employee, prospective employee, or volunteer of the company named above and I request a copy of my official driving record in the state of Washington to my employer, prospective employer, volunteer organization, or their agent.

No employer, prospective employer, or their agent may use information contained in a driving record related to the sealed juvenile record of an employee or prospective employee for any purpose unless required by federal law. The employee or prospective employee must furnish a copy of the court order sealing the juvenile record to the employer, prospective employer, or their agent.

Employee / Prospective employee / Volunteer full name (First, Middle, Last)	DOB (mm/dd/yyyy)	WA driver license number
Employee / Prospective employee / Volunteer signature X	Date signed	

The company listed below agrees to, and shall indemnify and hold harmless the state of Washington, Department of Licensing (DOL), the DOL Director, and all DOL employees from any and all suits at law or equity, and from any and all claims, demands or loss of any nature, including but not limited to all costs and attorney’s fees, arising from any incorrect or improper disclosure of individual names or addresses under this “Release of Interest,” any defects in any of Company’s procedures followed or omitted or arising from the failure of Company or its officers, employees, customers, contractors or agents to fulfill any of its obligations under this contract; or arising in any manner from any negligent act or omission by the company or its officers, employees, customers, contractors, or agents.

I hereby certify:

1. The company named below is an employer, prospective employer, or volunteer organization of the above- named individual.
2. The information contained in the abstracts of driver records obtained from DOL shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130. No information contained therein will be divulged, sold, assigned, or otherwise transferred to any third person or party. The abstracts of driver records shall be used exclusively for:

I affirm that I am a representative authorized to bind the company named below.

Company name <b>PEOPLE FOR PEOPLE</b>	Authorized representative name	Title
Address		

\_\_\_\_\_  
 Date and place (city or county) signed

**X** \_\_\_\_\_  
 Authorized representative signature

**NOTE:** The employer or prospective employer must maintain this record for a period of not less than two (2) years from the date of the request. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.

DOL-423-000 (2/19) (WA)