

NOTICE TO APPLICANTS REGARDING BACKGROUND REPORTS FROM THE *PSP Online Service*

In connection with your application for employment with Wausau Transit, LTD, a division of Wausau Tile, Inc. ("Prospective Employer"), it may obtain one or more reports regarding your driving, and safety inspection history from the Federal Motor Carrier Safety Administration (FMCSA). 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. The Prospective Employer cannot obtain background reports from FMCSA unless you consent in writing. If you agree that the Prospective Employer may obtain such background reports, please read the following and sign below:

I authorize Wausau Transit LTD, a division of Wausau Tile, 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 consenting to 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 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 am challenging 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 I may obtain more information about the FCRA, including information on rights under applicable state's law which may be greater than under the FCRA, at www.ftc.gov/credit, and that I may report violations to the Office of Financial Management, Department of Transportation, Washington, DC 20590 (202) 366-1306.

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

Date Signed: _____

Applicant Signature

Applicant Name (Please Print)

Compliance With Laws: Under no circumstances will the Prospective Employer or any other party acting by or through the Prospective Employer or using the Prospective Employer's Account Holder's ID/account numbers, use data received from or through NICT, including PSP information, in any way except in full and complete compliance with all applicable laws. The Prospective Employer further agrees to: (1) maintain the safety performance information and all other PSP or FCRA related employment transaction records on any operator-applicant for three years from the date a hiring decision was made, after which the Prospective Employer shall physically destroy the safety performance information on the operator-applicant in a manner that makes the safety performance information unreadable, unusable and unrecoverable and (2) comply with all applicable federal and state laws with respect to each commercial driver applicant and the information available in the PSP database.

Prospective Employer to complete the following after a hiring decision has been made.

- PSP database information about the Applicant was not used in the hiring screening process.
- PSP database information about the Applicant was used in the hiring screening process.
If #2 above is checked, complete #3 below.
- Applicant was informed in writing that PSP database information was used in the hiring screening process and given a complete and full copy of the PSP database report. (Attach report).

Date: _____

Todd Treu, Transit Division Manager