



610 10th St NW Suite#100
Washington D.C. 20001
Phone: (202) 234-7775
Fax: (202) 483-0154
www.tagbgroup.com
Info@tagbgroup.com

BUS DRIVER APPLICATION FORM

Date: _____ Position Desired: _____

Full Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Social Security Number: _____ Birth Date: _____

Email address: _____

Telephone Number: _____ Are you a US citizen? Yes No

Are you a legal resident? Yes No

If needed, please supply any additional information that is necessary concerning your citizenship.

EMPLOYMENT HISTORY: Begin with most recent position.

From: (Date) _____ To: _____ Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Job Title: _____ Duties: _____

Reason for leaving: _____

From: (Date) _____ To: _____ Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Job Title: _____ Duties: _____

Reason for leaving: _____



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EDUCATION:

High School: _____

Name of College: _____

Highest Grade Completed or Degree Earned: _____

Include Any Additional Information: _____

Relation:

Are you related to any employee of TAG B Parking?

Yes No If Yes list the name and relationship: _____

Legal:

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes No

If yes, please explain: _____

Do you have a physical disability or handicap that might prevent you from performing the duties of this position for which you are applying?

Yes No

If yes, please Explain: _____

Are you willing to submit to a pre-employment drug test?

Yes No

Have you attended bus driver's school?

Yes No



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Do you have a Commercial Driver License?

Yes No If Yes, Please list CDL number: _____

Do you have a National Registry number?

Yes No If Yes, Please list National Registry number: _____

In Case of Emergency Please Contact: _____
Name of emergency contact and contact phone number

_____ All information contained in the above application is accurate. I give my permission for TAG-B PARKING to discuss all information concerning my employment history with previous employers and potential employers.

_____ I understand that as a condition of employment I must submit a current original copy of the status of my Vehicle Operator's License (not older than thirty (30) days).

_____ I understand that I must comply with the requirements of the Form I-9 of the United States Government.

_____ In consideration of my employment, I agree to confirm to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice at any time at either my or the company's option.

_____ I authorize the verification of any or all information listed above.

Signature of Applicant:

DATE: _____ SIGNATURE: _____

*Please note that upon hiring you will be required to provide a copy of your US driver's license and a secondary identification that proves you are eligible to work in the US. Secondary Identifications such as passports, social security cards, permanent resident cards and Employment Authorization cards are accepted.



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DO NOT WRITE BELOW- FOR EMPLOYER USE ONLY

←—————→
←—————→
Interviewed By: _____

Date: _____

Remarks: _____

Hired: Yes: ____ No: ____ Position: _____

Dept: _____

Salary/Wage: _____

Date Reporting to Work: _____

Employment Approved by: _____



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The CDL Shuttle Driver

Position is responsible for the effective, efficient and safe transportation, loading and unloading of passengers & employees to and from the assigned destinations, and to ensure that all activities support the safety and welfare of all passengers.

Essential Functions:

- Reliable and punctual attendance is paramount to this position.
- Works well with others and is a strong team player.
- Greet customers, be responsive and timely with correspondence and problem resolution, display a caring attitude and develop a rapport with all passengers.
- Anticipate guest needs wherever possible and exhibit a sincere desire to meet or exceed them.
- Assist passengers with general information about the local area.
- To work with and without supervision and follow the direction of supervisors when requests are made.
- Promote good customer relations by consistently providing premier customer satisfaction with a friendly demeanor, can-do attitude, and willingness to help at all times.
- Provide daily transportation for passengers to and from destinations.
- Perform pre- and post-inspection activities to ensure proper operating conditions, adherence to Company & DOT standards, and compliance with proper safety and maintenance standards.
- Assist passengers when boarding and exiting the vehicle. Ensure the loading and unloading of passengers to and from destinations, to include the operation of specialized equipment for unloading passengers with special needs, (i.e., wheelchair lifts and tie-downs).
- Prepare and submit accident/incident reports in a timely manner.
- Perform daily/ routine cleaning and shuttle maintenance activities; maintain a neat and orderly appearance to include assigned uniforms.
- Conduct re-fueling activities, to include maintaining assigned fuel usage logs.
- Comply with Federal DOT requirements, State driving regulations, city and Airport safety rules, and procedures.
- Establish and maintain effective communication and working relationships with passengers, co-workers, supervisors, managers, etc.
- Use a two-way radio to interact and communicate professionally with the dispatch office and/or supervisor.
- Report accidents, problems, and other required shuttle information (both mechanical and cosmetic) to management in a timely manner.
- Keep the shuttle bus secure and follow all safety procedures.
- Maintain alertness and be observant of any activity, both authorized and unauthorized, and take appropriate actions.



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- Adhere to all safety codes and OSHA standards.
- Respond to all guest/visitor inquiries and resolve service/ customer discrepancies accordingly in a respectable manner.
- Perform other related/ additional duties and tasks as assigned.

REQUIREMENTS:

- Must have valid Class B license and have at least 2 years of licensed driving experience, with passenger endorsement.
- Must have an unexpired Medical Certificate.
- Must be able to submit and pass a drug screen and criminal background check.
- Must be at least 20 years of age.
- Must be able to meet the following MVR guidelines.
 - Have a clean driving record (no moving violations in 3 years and no DUIs, suspended licenses, etc. in 5 years)
 - No Major violations within a 5-year period (DUI, speeding over 15+ mph, driving without a license, etc.)
 - No active reckless driving violations (within 5 years)
 - No active leave the scene, vehicular homicide/ assault violation
 - No more than one violation of texting or using a cell phone while driving a non-commercial motor vehicle.
 - No record or refusing an alcohol test required by Law Enforcement.
 - No violation of an "out of service" order
 - No violation constituting a serious traffic offense:
 - Excessive speeding (15 mph above the posted speed limit)
 - Reckless Driving
 - Improper or erratic lane change/Following too closely/Connection to Fatal Accident
 - Driving a commercial vehicle without proper/verified license or endorsement.
 - Texting while driving a commercial motor vehicle and/or using a cell phone.
 - Violating a railroad crossing rule while operating a commercial motor vehicle.
- Maintain a professional appearance (no body piercings or visible tattoos on forearms or legs)
- Reliable transportation to and from work



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SKILLS:

- Ability to communicate professionally by conveying information effectively.
- Must possess an outgoing and enthusiastic personality.
- Ability to speak, read, and comprehends the English language.
- Ability to work flexible shifts/ hours (days, evenings, weekends, holidays), including overtime, peak volume periods, vacated shifts
- Must be open to feedback, differing opinions, and other points of view.
- Demonstrates a sense of urgency and timeliness.
- Demonstrate the ability to seek improvement.
- Excellent team-building and interpersonal skills.

PHYSICAL DEMANDS:

- Ability to work in the elements -- heat, wind, snow, rain, etc.
- Ability to lift, push, and pull at least 50 pounds.
- Ability to stand, walk, and sit for extended periods of time, up to 8 hours a day.
- Ability to drive continuously in the designated shuttle for a minimum of 2-3 hours.
- Ability to bend, stoop, squat, and lift frequently throughout a shift.
- Ability to apply pressure to an object with the fingers and palm.
- Ability to perform functions that require repetitive motions using hands, wrists, and arms.
- Ability to perform functions that require repetitive motions using ankles, knees, and hips.
- Ability to express or exchange information, instructions, ideas, etc. by means of the spoken word.
- Ability to receive detailed information through oral communication and to make the discriminations in sound.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential duties/functions.

FLSA Status: Non-Exempt

To be hired, all candidates must pass a background check and pre-employment drug screen.

TAG-B Parking is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to providing equal employment opportunity (EEO) to all persons, regardless of race, color, religion, sex, national origin, disability, age, genetics, Vietnam era, special disabled, recently separated and other protected veterans, or any other characteristic protected by federal, state or local law. No question in our application process is used for the process of limiting or excluding any applicant's consideration for employment on such grounds.

TAG-B Parking participates in E-Verify.