



**MOTORCOACH OPERATOR
APPLICATION FOR EMPLOYMENT**

Pre-employment questionnaire -- An Equal Opportunity Employer
1776 Main Street -- P.O. Box #1776
Springfield, MA 01102-1776

- ARROW
- BONANZA
- BOSTON
- PETER PAN BUS LINES, INC.

(Answer all questions - Please Print)

In accordance with Federal and State equal opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, creed, ancestry, marital or veteran status, physical or mental disability or handicap, or any other legally prohibited status

Date of Application _____
MM/DD/YY

Name _____
Last First Middle

Address _____
Street City
State Zip Telephone Number () -

(ADDRESS FOR PAST THREE YEARS)
Street City State Zip How Long? _____
Street City State Zip How Long? _____

Social Security Number - - Date of Birth _____

Are you at least 21 years of age? Yes No Do you have the right to work in the United States? Yes No

Have you worked for this Company Before? Yes No

Dates: From _____ To _____ Rate of Pay \$ _____ per hour Where? _____

Reason for Leaving _____

Are you now employed? Yes No If not, how long since leaving last employment? _____

Who referred you? _____ Rate of pay expected _____

Can you perform the essential functions of the job for which you have applied (as described in the attached job description) with or without reasonable accommodations? Yes No

Have you ever been convicted of a felony? Yes No (See 'NOTE' on last page of application)

Have you ever been convicted of a misdemeanor? Yes No (See 'NOTE' on last page of application)

If Yes, Please explain. An affirmative response will not necessarily disqualify you from employment

Explanation

EMPLOYMENT HISTORY

Applicants to drive a commercial motor vehicle** In Intrastate or Interstate commerce shall also provide an additional 10 years information on those employers for whom the applicant operated such vehicle

NOTE: List employers in reverse order starting with the most recent. Add another sheet as necessary

NOTE: You may include verifiable work performed on a volunteer basis.

*** Includes vehicles have a GVWR of 26,001 lbs; vehicles designed to transport 15 or more passengers; or any size vehicle used to transport hazardous materials in quantity requiring placarding*

EMPLOYER				DATE	
NAME				FROM	TO
ADDRESS				POSITION HELD	
CITY	STATE		ZIP		
CONTACT PERSON			PHONE ()	SALARY/WAGE	\$
REASON FOR LEAVING					

EMPLOYER				DATE	
NAME				FROM	TO
ADDRESS				POSITION HELD	
CITY	STATE		ZIP		
CONTACT PERSON			PHONE ()	SALARY/WAGE	\$
REASON FOR LEAVING					

EMPLOYER				DATE	
NAME				FROM	TO
ADDRESS				POSITION HELD	
CITY	STATE		ZIP		
CONTACT PERSON			PHONE ()	SALARY/WAGE	\$
REASON FOR LEAVING					

EMPLOYER				DATE	
NAME				FROM	TO
ADDRESS				POSITION HELD	
CITY	STATE		ZIP		
CONTACT PERSON			PHONE ()	SALARY/WAGE	\$
REASON FOR LEAVING					

EMPLOYER				DATE	
NAME				FROM	TO
ADDRESS				POSITION HELD	
CITY	STATE		ZIP		
CONTACT PERSON			PHONE ()	SALARY/WAGE	\$
REASON FOR LEAVING					

EMPLOYER				DATE	
NAME				FROM	TO
ADDRESS				POSITION HELD	
CITY	STATE		ZIP		
CONTACT PERSON			PHONE ()	SALARY/WAGE	\$
REASON FOR LEAVING					

Accident Record for the past three (3) years or more. (Attach sheet if more space is needed)

DATES	NATURE OF ACCIDENT (HEAD-ON, REAR-END, UPSET, ETC..)	FATALITIES	INJURIES
Last accident			
Next Previous			
Next Previous			

Traffic Convictions and Forfeitures - other than Parking Violations for the past three (3) years. (Attach sheet if more space is needed)

LOCATION	DATE	CHARGE	PENALTY

EDUCATION

CIRCLE HIGHEST GRADE COMPLETED: 1 2 3 4 5 6 7 8 HIGH SCHOOL: 1 2 3 4 COLLEGE 1 2 3 4

LAST SCHOOL ATTENDED: _____

MILITARY EXPERIENCE

U.S. Military Service Yes No Branch _____ From Date _____ To Date _____
mm/dd/yy mm/dd/yy
 Rank at Discharge _____ Currently serve in National Guard or Reserves Yes No

DRIVER LICENSES	STATE	TYPE (CDL, etc..)	LICENSE NUMBER	EXPIRATION DATE

- A. Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes No
 B. Has any license, permit or privilege ever been suspended or revoked? Yes No
 C. Have you ever failed a DRUG or ALCOHOL test? Yes No

IF THE ANSWER TO EITHER A, B, OR C IS 'YES', PLEASE EXPLAIN BELOW...

DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (Van, Tank, Flat, etc..)	TYPE OF DRIVING (Intercity-Highway)	DATES		APPROXIMATE # OF MILES (TOTAL)
			FROM	TO	
Motorcoach, School bus					
Tractor, Semi-Trailer, Doubles					
Straight Truck, No Trailer					
Other ... (Describe					

LIST STATES OPERATED IN FOR THE LAST FIVE 5 YEARS

In Maryland and Massachusetts it is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability

Note: An applicant for employment with the company in Massachusetts with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment with the Company in Massachusetts may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services, which did not result in a complaint transferred to the Massachusetts Superior Court for criminal prosecution.

Note: An applicant for employment with the Company in Connecticut is not required to disclose the existence of any arrest, criminal charge or conviction, where the records of which have been erased pursuant to Section 46b-146, 54-76o or 54-145a of the Connecticut General Statutes. Criminal records subject to erasure pursuant to Section 46b-146, 54-76o or 54-142a of the Connecticut General Statutes are records relating to a finding of a delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person was found not guilty or a conviction for which a person received an absolute pardon. Any person whose criminal records have been erased pursuant to section 46b-146, 54-76o, or 54-142a of the Connecticut General Statutes shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

- ▶ In consideration of my employment, I agree to conform to the Company's rules and regulations and agree that my employment and compensation can be terminated, with or without notice, at any time, at either my or the Company's option. I also understand and agree that the terms and conditions of my employment may be changed, without cause, and with or without notice, at any time by the Company. I understand that no Company representative, other than its President, and then only when in writing and signed by the President, has an authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing
- ▶ I understand that any job offer made to me is pending the satisfactory outcome of a drug test ... Furthermore, depending upon the job title, a medical physical may also be required.
- ▶ I understand that if a conditional offer of employment is made, I will provide this Company with information required to be provided pursuant to federal regulations including, but not limited to, my date of birth and social security number
- ▶ I understand that neither this application form, nor any other communication by this Company representatives, written or oral, is intended in any way to create an employment contract binding on either party.
- ▶ I authorize this Company to make inquiry of any of my former employers or references as to my employment, compensation, experience job suitability, education , or reasons for leaving; and any inquiry to any other agency, institution, or person about any information provided by me in this my Application for Employment. Such inquiries may include my driving and criminal records. I grant permission to this Company to contact my present and past employers for information or a reference. I release any such source from any claim by me regarding information of a truthful nature that may be provided to this Company. Information in violation of state or federal fair employment practice laws will not be sought or used by this Company.
- ▶ I certify that all information submitted by me on this application is true and complete and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, If I am employed, my employment may be terminated at any time.

Signature of Applicant

Date of Application

Show special courses or training that will help you as a driver

Which 'safe driving awards' do you hold and from whom?

EXPERIENCE AND QUALIFICATIONS — OTHER

Show any trucking, transportation, or other experience that may help you perform work as a Motorcoach Operator.

List courses and training other than shown elsewhere in this application.

List special equipment or technical materials you can work with (other than those already shown).

Signature of Applicant

Date of Application

DRIVER APPLICATION FORM

COMPANY NAME _____ Location: Region/District/Branch _____

COMPANY ADDRESS _____
Street City State Zip

TO BE READ AND SIGNED BY APPLICANT

I authorize you to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. (Generally, inquiries regarding medical history will be made only if and after a conditional offer of employment has been extended.) I hereby release employers, schools, health care providers and other persons from all liability in responding to inquiries and releasing information in connection with my application

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

*I understand that information I provide regarding current and/or previous employers may be used, and those employer(s) will be contacted, for the purpose of investigating my safety performance history as required by 49 CFT 391.23(d) and (e). I understand that I have the right to:

- Review information provided by current/previous employers;
- Have errors in the information corrected by previous employers and for those previous employers to re-send the corrected information to the prospective employer; and
- Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.*

Signature _____ Date _____

NAME: _____

_____ (Last) _____ (First) _____ (Middle)
Social Security Number _____ Phone Number _____ Date of Birth _____ Hire Date _____

ADDRESS _____
Street City State Zip # of Yrs.

PAST 3 YR. _____
Street City State Zip # of Yrs.

RESIDENCY _____
Street City State Zip # of Yrs.

Employment History

(Use Additional Employment History Information form if necessary)

All applicants wishing to drive in interstate commerce must provide the following information on all employers during the preceding three years. You must give the same information for all employers for whom you have driven a commercial vehicle seven years prior to the initial three years (total of ten year employment record)

You are required to list the complete mailing address; street number and name, city, state and zip code.

CURRENT OR LAST EMPLOYER: Name _____ Phone # _____
Street Address _____ City _____ State _____ Zip _____
Position Held _____ From _____ To _____
(month/year) (month/year)

Reasons for Leaving _____
Where you subject to the FMCSRs** while employed? Yes No
Was your job designated as a safety-sensitive function in any DOT regulated mode subject to the drug and alcohol testing requirements of 49 CFR Part 40? Yes No
*ACCOUNT FOR PERIOD BETWEEN JOBS-Include dates (month/year) and reason _____

CURRENT OR LAST EMPLOYER: Name _____ Phone # _____
Street Address _____ City _____ State _____ Zip _____
Position Held _____ From _____ To _____
(month/year) (month/year)

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Position Held _____ From _____ To _____
(month/year) (month/year)

Reasons for Leaving _____
Where you subject to the FMCSRs** while employed? Yes No
Was your job designated as a safety-sensitive function in any DOT regulated mode subject to the drug and alcohol testing requirements of 49 CFR Part 40? Yes No
*ACCOUNT FOR PERIOD BETWEEN JOBS-Include dates (month/year) and reason _____

* Any gaps in employment and/or unemployment must be explained.

** The Federal Motor Carrier Safety Regulations (FMCSRs) apply to anyone operating a motor vehicle on a highway in interstate commerce to transport passengers or property when the vehicle: (1) weighs or has a GVWR of 10,001 pounds or more, (2) is designed or used to transport 9 or more passengers, or (3) is of any size and is used to transport hazardous materials in a quantity requiring placarding

MOTORCOACH OPERATOR'S APPLICATION FOR EMPLOYMENT

NAME: _____

(Please print clearly)

To further process your application for employment as a Motorcoach Operator, please provide the following:

Have you been employed as a bus or truck driver within the past two (2) year period? Yes No

... If you answered 'yes', please check the statement below that accurately describes your experience with drug alcohol testing in that time period:

- I passed the most recent drug/alcohol test given to me
- I failed the most recent test given to me.
- I refused to take the most recent test that I was asked to take.
- I failed the most recent test given to me - but, I successfully completed a program and have attached to this application medical certification of my rehabilitation.
- I was not tested during the last two (2) years.

Applicant's Signature

Date

PROBATIONARY AGREEMENT

By signature below, I acknowledge that I have read and understand the following policy pertaining to my 'probationary period'...

... My employment is subject to a 'probationary period'... the length of which is based on Company documents or Union contract language.

... During this 'probationary period', my services may be terminated at any time, at the sole discretion of the Company, and there is no guarantee of employment for the complete

Applicant's Signature

Date

Affirmative Action Voluntary Information

PETER PAN BUS LINES, INC
1776 MAIN STREET
SPRINGFIELD, MA 01103

Completion of information below is voluntary

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply we invite you to complete this application data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is *not* a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

Please Print

Position(s) applied for: _____ Date: ____/____/____

Referral Source

- Walk-In Government Employment Agency Private Employment Agency
 Employee Relative School
 Advertisement - Source _____ Other _____

Name of person who referred you IF APPLICABLE _____

Applicant Information

Name: _____ Telephone # (_____) _____

Address: _____
Street City State Zip Code

Male Female

Please check one of the following Equal Employment Opportunity Identification Groups:

- American Indian / Alaskan Native Hispanic / Latino (White race only) White Black / African American
 Native Hawaiian / Other Pacific Islander Hispanic / Latino (all other races) Asian

For Administrative Use Only

Position(s) applied for Available Not Available Other

Other Positions Considered For: _____

Hired Yes No

Position hired for _____ Date of Hire ____/____/____

From the EEO job classifications listed below, which one best describes the position filled?

- Officials and Managers Sales Workers Operatives (semi-skilled)
 Professionals Office and Clerical Workers Laborers (unskilled)
 Technicians Craft Workers (skilled) Service Workers

Notes: _____

Completed by: _____ Date ____/____/____

Peter Pan Bus Lines

4a) **Have you ever applied for a driver position at Peter Pan, Bonanza, Arrow, or Mini Coach/ Peter Pan Boston before?**

_____ Yes _____ No

If yes, _____ and _____
(Date) (Location)

5a) **Have you ever attended Peter Pan, Bonanza, Arrow, or Mini Coach /Peter Pan Boston Driver Training School?**

_____ Yes _____ No

If yes, _____ and _____
(Date) (Location)

6a) **Have you ever worked for Peter Pan Lines, Inc., Bonanza, Arrow, or Mini Coach/Peter Pan Boston?**

_____ Yes _____ No

If yes, _____ and _____
(Date) (Location)

I _____ have read
and understand the Motor Coach Operator Job
Description of Peter Pan Bus Lines Inc
and its affiliated Operating Companies.

I have been furnished a copy of the Job Description
by the company that I have applied with.

SIGNATURE _____

DATE _____

**I _____ have read,
understand and, have been furnished with a copy
of the Peter Pan Bus Lines motor coach operator
training program qualifications and description**

Signature _____

Date _____

PETER PAN BUS LINES, INC. / AND OPERATING COMPANIES

Job Description

Job Title: Motorcoach Operator
Department: Operations
Reports to: Driver Supervisor / Regional Manager / Director of Operations
Prepared by: Chris Crean
Prepared Date: December 2002
Approved By: Sal Cantali
Approved Date: December 2002

Summary ... Drive bus to transport passengers over specified routes to local or distant points according to time schedule ... and/or operates Charters and specific tours as requested or provide by the Charter and Tour Department ... by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists passengers on and off the coach, collects tickets or cash fares, and make announcements.

Interacts with customers in a positive and professional manner.

Ability to speak, understand, and read the English language proficiently.

Ability to follow both written and verbal instructions.

Regulates heating, lighting, and ventilating systems for passenger comfort.

Complies with Federal, State, and local regulations ... as well as all rules, regulations, policies, and procedures set forth in all Company documents to include the 'Motorcoach Operator's Manual'.

Accurately records all accidents and incidents.

Records cash receipts and ticket fares in accordance with policies and procedures set forth in the 'Motorcoach Operator' Manual'.

Inspects bus ... checks fuel, oil, and water before departure

Loads or unloads baggage.

Must be able to lift and/or move up to 50 pounds.

Must be available to work weekdays, weekends, evenings, and holidays.

Must have flexibility to be away from home for extended periods of time.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED)

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance ... as well as Canadian currency when operating within Canada.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess or must be able to obtain a Commercial Drivers License (CDL) 'B' with 'P' endorsement and a Department of Transportation (DOT) Medical Card ... Some states require additional licensing, the requirement for same must be possessed or obtainable.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit for short and long periods of time. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items or equipment weighing up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, and vibration. Because of the nature of our business, and the service provided to our customers on a continuous basis, the employee must travel in, and be exposed to, all weather conditions to include ice, snow, sleet, rain, etc... The noise level in the work environment is usually moderate

SPECIFICS OF THE JOB

- Prospective employee must meet satisfactory pre-employment physical (DOT) and drug screen, as well as background check to include motor vehicle record, criminal record, and reference checks to former employers
- Prospective employee must possess a valid CDL license with a 'P' endorsement ... or a valid CDL permit issued by the state of your domicile. Must successfully complete and pass a Company training program and a road test given by state authority.
- Must be able to work any and all hours associated with this position, where required, to include weekdays, weekends, evenings, overnights and holidays.
- Must be flexible to be away from home for extended periods of time.
- Transports passengers interstate and intrastate.
- Must travel in and be exposed to all weather conditions to include, but not limited to, ice, snow, sleet, rain, etc...
- Must follow policies and procedures as set forth in all Company documents to include Company manuals and Union contract.

TRAINING AND PROBATIONARY REQUIREMENTS

- Must complete and satisfactorily pass extensive training program set forth by the Company.
- Probationary requirements differ from company to company ... governed by Company documents or Union contracts.

SAFETY REQUIREMENTS

The nature of this job requires that all employees in this job title follow all safety policies and procedures set forth by PETER PAN BUS LINES, INC., the Department of Transportation, OSHA regulations, etc., in the safe performance of their position. Failure to do so could lead to disciplinary action.

PETER PAN BUS LINES INC.
DRIVER TRAINING PROGRAM
QUALIFICATIONS AND DESCRIPTION

Minimum Qualifications:

To be considered as a Motor Coach Operator Candidate, the applicant must possess the following:

- Commercial Driver's License or Permit, Class "B"(or "A") with "passenger" and "air brake" endorsements
- A high school diploma or GED equivalent
- A stable work history
- The ability to read, write and, converse in the English language
- At least 3 years of driving experience (any type of motor vehicle)

To be considered as a Motor Coach Operator Candidate, the applicant must not have:

- More than 2 moving violations in the past 3 years
- More than 3 moving violations in the past 5 years
- License suspensions in the past 3 years and no more than ONE license suspension in the past 5 years
- Drug related convictions, felony convictions, **Driving While Intoxicated**, **Driving Under the Influence** or **Driving While Impaired**.

All other criminal convictions and motor vehicle accidents will be discussed at the time of the interview and will be considered prior to placement in the training program.

Driver Training Program:

- Training Program is 3-5 weeks in duration, depending on the candidates experience and skill level
- A daily expense stipend of \$75.00 per day will be furnished weekly each Friday
- Classes will be conducted day and night at various times throughout the week
- Training will be conducted in the local district garage. An overnight stay in an outer location may be required during the program.
- The program will be conducted in a classroom and an outdoor environment as needed
- Candidates that fail to meet the standards of the program by either behavior or performance will be subject to discharge from the program at the company's discretion
- Failure to furnish accurate information or willfully deceive the company on the employment application will subject the candidate to immediate discharge from the training program