

Prince of the Road

P.O. Box 124

Ravenna, NE 68869

Phone: 1-888-452-3194

Fax: 1-308-452-3867

Email: prince1@nctc.net

Date: _____

Thank you for taking the time to inquire about a driving position with our company. I have enclosed the documents necessary to begin the background screening process. If you have any questions, please don't hesitate to give me a call. I'm looking forward to hearing from you soon.

Thank You,

Keri Jensen,
Transportation Safety Director

Proud Customers

- Nebraska Department of Health & Human Services
- ICCU
- Statewide Regions
- Child Protective Services
- Foster Programs
- Regional Behavioral Health
- Scribner Foods & Gibbon Park
- Employee To Work Program
- Law Enforcement Agencies
- Churches
- Insurance Companies
- Travel Concerns
- Area Agency On Aging
- Hospitals, Nursing Homes & Retirement Homes

AND MANY MANY MORE...



THE STAFF

Prince of the Road

Service Information



www.princeoftheroad.net

Statewide Passenger Transportation

Tel: 1-888-452-3194

Fax: 1-308-452-3867

Email: prince1@nctc.net

TOLL FREE

www.princeoftheroad.net

**YOUR
Statewide
Passenger
Transportation
Provider**

P.O. Box 124
212 East Genoa St.
Ravenna, NE 68869

&

1227 South 119th St.
Omaha, NE 68144

Fax: 1-308-452-3867

Email: prince1@nctc.net

Working Together To Enhance Passenger Transportation. Training, Leading & Exceeding Transportation Requirements.

YOUTH TRANSPORTATION SPECIALISTS:

We understand the needs of parents, foster parents, counselors, case workers & doctors. It is our mission to get our youth to their scheduled destinations in a timely, safe & economical manner. We know how vital of a role transportation plays in each critical and necessary occupation.



- Striving To Help Better The Lives Of Our Youth
- Necessary occupation.

DISTANT & IN-TOWN TRANSPORTATION.

SMALL GROUP & INDIVIDUAL TRANSPORTATION.

Trip Documentation:

Signatures, Dates & Times at each pick-up and each destination.

Safety Equipment:

Child Safety Seat, First Aid Supplies

Contact Information 24/7

Driver Identification Access Web Verifiable

Vehicle Identification Access Web Verifiable

Our committed management team brings over 10 years of transportation experience and over 25 years of Law Enforcement experience to the industry.

Our Continued Mission To Alleviate The Burden of Passenger Transportation for Nebraska & Surrounding States Is Making A Difference!

INFORMATION YOU NEED TO KNOW.



THE DRIVERS:

- Criminal History Record (For STATE)
- Nebraska Child Abuse and Neglect Central Register
- Nebraska Adult Abuse and Neglect Central Register
- Nebraska Motor Vehicle Record
- Random Substance & Alcohol Screening Program
- In-Depth Policy & Procedure Training
- All Drivers Over Age Of 21
- Trained Wheel Chair Transport Operators
- I.D. Badges

THE FLEET:

- 100% New
- 100% Clean
- 100% Insured
- 100% Maintained
- 100% Washed
- 100% Detailed
- 100% Sanitized
- 100% Inspected
- 100% Approved

THE STAFF:

- SERVICE ORIENTED
- Dependable, Friendly & Patient
- Experienced & Educated



Mission Statement

Prince of the Road believes everyone is special and deserves the dignity of caring, personalized and professional individual and group transportation.

Provide transportation services to the people of Nebraska and surrounding States through a network of certified passenger transportation providers.

Provide professionally operated, strictly confidential, and economical non-emergency passenger transportation.

Operating authorized passenger vans with certified trained drivers and escorts.

Working in partnership with public and private organizations.

Providing professional transportation services seven days a week and 24 hours a day with adequate notice to arrange safe and cost effective transportation.

Create a system that has a policy of transporting all individuals in need of transportation, whether they are physically or mentally disabled, youth or elderly. We have a strong mission of taking every transport. All transports are needed for some reason or other.

Whether the transport is a short transport or a distant transport, our company is noted for getting transports covered. Doctor's, Law enforcement agencies, nursing homes, daycare centers, foster parents, parents etc... transportation is a critical part of their day to day survival. It is our mission to help insure that this vital link (passenger transportation) is meeting the standards of those depending on it.

Motto:
The Transportation Providers Who Care!

Purpose:
Reaching out to make a difference!

Prince of the Road Application

PERSONAL INFORMATION:

Name (Last, First, Middle):

Date:

Present Address (Street, City, State, Zip):

Permanent Address (Street, City, State, Zip):

Social Security #

Phone Number: ()

Referred By:

EDUCATION:

Graduated

Major Subjects

Grammar School (Name And Location)

Yes

No

High School (Name And Location)

Yes

No

College / University (Name And Location)

Yes

No

Other (Specify) (Name And Location)

Yes

No

FORMER EMPLOYERS:

Name and Address of Employer

Date: Month & Year

Position

Reason
For
Leaving

Name of Employer:

From:

Address of Employer:

To:

Name of Employer:

From:

Address of Employer:

To:

Name of Employer:

From:

Address of Employer:

To:

Name of Employer:

From:

Address of Employer:

To:

Prince of the Road Application

REFERENCES: Give the names of three persons not related to you, whom you have known at least one year.

Name & Address	Business	Years Acquainted
Name: _____ Phone: () _____		
Address: _____		
Name: _____ Phone: () _____		
Address: _____		
Name: _____ Phone: () _____		
Address: _____		

In Case Of Emergency, Notify: (Name) _____

ADDRESS: _____

PHONE: _____ () _____

Signature: _____

Date: _____

PRINCE OF THE ROAD

Substance & Alcohol Abuse Policy

Purpose

It is the policy of PRINCE OF THE ROAD and all affiliated companies (herein referred to as "Company") that its independent contractors and employees be free of substance abuse and alcohol abuse. The abuse of alcohol and use of illegal drugs increases the risk of injury to the independent contractor, employees, clients and other persons, and also increases the risk of damage to independent contractors vehicles, company property and vehicles or the property of other persons for which the Company may be held liable.

It is the policy of the Company that the use or possession of alcoholic beverages or illegal drugs by independent contractors while providing services for the Company, and employees while on duty in company vehicles or on company property is prohibited. Contractors and employees must not report to duty under the influence of alcoholic beverages or with sufficient amounts of illegal drugs in their system so as to give rise to a positive drug test. For purposes of this policy, the term "illegal drug" means intoxicants and narcotics, marijuana or any other controlled substance. The term "illegal drugs" does not include medication, which has been lawfully prescribed for an employee by his or her physician, presuming such use is consistent with the prescription. The use or possession of alcoholic beverages or illegal drugs in violation of this policy shall be grounds for discipline up to and including termination.

Pre-employment / Pre-contracting Testing

Applicants to whom offers of employment or contract are made or continued for the transportation of military personnel must submit to a drug test. Pre-employment / Pre-contracting drug tests will be administered only after an offer has been extended. Any offer of employment or contracting is contingent upon the applicant achieving a negative test result.

Post-accident Testing

When an employee or contractor is involved in an accident that results in a fatality, or requires medical attention away from the scene of the accident, the employee or contractor shall be subjected to a drug and alcohol test. When an employee or contractor is involved in a company related accident where property damage exceeds \$5,000, the employee or contractor will also be subjected to drug and alcohol tests. In the event that an employee or contractor is so seriously injured that he or she cannot provide a urine/breath specimen at the time of the accident, then immediately after medical attention has been provided, a specimen will be collected and tested.

Reasonable Suspicion Testing

Reasonable suspicion for requiring an employee or contractor to submit to a drug or alcohol test shall be deemed to exist when an employee or contractor manifests physical or psychological symptoms or reactions commonly attributed to the use of controlled substances or alcohol. The "reasonable suspicion" for requiring an employee or contractor to take a test shall be observed by at least a single company official and preferably two or reported by police, sheriff or state trooper and shall be reported and recorded in a written form. A company official shall be responsible for securing all material and providing all documentation related to the incident. A company official or person designated by company officials shall accompany the employee or contractor to the collection facility.

Random Testing

The Company also conducts random drug and alcohol testing. All employees and contractors subject to testing will be included in a random selection system. The random selection system provides an equal chance for each employee or contractor to be selected each time random selection occurs. Random selections will be seasonably spread throughout the year. The Company will drug test at a minimum 10 percent and alcohol at a minimum 10 percent of its workforce annually. Random selection, by its very nature, may result in employees or contractors being selected in successive selections or more than once a calendar year. Conversely, other employees or contractors may never be selected for random testing. Once an employee or contractor is notified of their selection for random testing, the employee or contractor will be directed to the collection site so the testing can be conducted as soon after notification as possible.

PRINCE OF THE ROAD

Substance & Alcohol Abuse Policy

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Follow-Up Testing

It shall be in the sole discretion of the Company whether an employee or contractor, which has tested positive on a drug or alcohol test, shall remain eligible for continued employment or contract. If the employee or contractor returns to work, the employee or contractor will be subject to unannounced follow-up testing when on duty for a period of up to one (1) year as a condition of employment or contract. Failure to pass any further drug or alcohol test will subject the employee or contractor to immediate termination.

Refusal to Test

Refusal to submit to the types of drug and alcohol tests employed by the Company will be grounds for refusal to hire or contract applicant and terminate employment or contract of existing employees or contractors. A refusal to test would include behavior, which is intended to obstruct the proper administration of a test. Unreasonable delay in providing a urine or breath specimen could be considered a refusal. In the event that an employee or contractor cannot provide a sufficient urine (within three (3) hours) or breath (within (15) minutes) specimen, the Company may direct the individual to a physician for purposes of evaluation. If the physician cannot find a legitimate medical explanation for the employees' or contractors' inability to provide a specimen, either urine or breath, it will be considered a refusal to test.

Laboratory Procedures

All urine specimens collected under this policy will be submitted to a laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA). All specimens initially testing positive will be subjected to a subsequent confirmation test before reported by the laboratory as positive. All positive laboratory test results will be reported by the laboratory to the Company's Medical Review Officer. In the event the employee or contractor wishes to contest the drug test results, the test result and the employee or contractor will be referred to the Medical Review Officer. In the event the Medical Review Officer determines there is no legitimate basis for the employee or contractors objection, the test will stand as reported. In the event the Medical Review Officer determines there is an explanation for the positive test result other than the use or abuse of illegal drugs or alcohol, the test results will be reported back as negative.

Retest

If an employee or contractor wishes to challenge the laboratory's test result, the employee can request a retest of the original sample. The retest can be run by the same or another SAMHSA certified lab. Request for a retest must be made within seventy-two hours after the employee is initially advised of the test result.

Confidentially

Individual test results for applicants as well as existing employees or contractors will be kept strictly confidential. The only time test result information would be released would be in response to any administrative or judicial action initiated against the Company by the employee or contractor. The release of any drug test results other than in the circumstance previously described would only be made following written consent from the tested employee or contractor. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

Employee Costs of Tests

For employees, the Company shall pay for costs of all tests, which result in negative findings. Any test that results in positive findings all costs incurred shall be assessed to the employee. Upon re-testing, any tests, which confirm negative findings, the Company shall pay for the tests. Re-testing any tests, which reconfirm positive findings, all costs shall be assessed to the employee.

PRINCE OF THE ROAD

Substance & Alcohol Abuse Policy

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Contractor Costs of Tests

For contractors, the Company shall pay for only the lab costs of the tests, which result in negative findings. The contractor shall pay for all collection costs associated with the all tests. Any test that results in positive findings all lab costs incurred shall be assess to the contractor. Upon re-testing, tests, which confirm negative findings, the Company shall pay for only the lab costs of these tests and the contractor shall pay for all collection costs. Upon re-testing, tests, which reconfirm positive findings, the contractor shall be assessed for all lab costs.

Drugs Tested

Any applicant who tests positive for the presence of any of the following substances is considered unsuitable for work and will not be hired or contracted. Additionally, existing employees who test positive for any of the following substances shall be deemed unsuitable for continued employment or contract. Any employee or contractor who tests positive shall be immediately removed from their employee or contractual position. The Company reserves the right to expand at any time the substances for which it will test. Those substance for which the Company will test presently include:

1. Marijuana
2. Cocaine
3. Opiates
4. Amphetamines/Methamphetamines
5. PCP (phencyclidine)
6. Alcohol

Prohibited Conduct

The following list of drug- and alcohol-related conduct is illustrative of the offenses, which subject an employee or contractor to discipline up to and including termination, but is not considered to be an all-inclusive list. Offenses of a similar nature will also result in disciplinary action up to and including termination.

- The use, purchase, sale, distribution or transfer of illegal drugs or substance, look-alike drugs or chemicals on Company premises or in Company vehicles.
- Abuse of legal (prescription or over-the-counter) drugs or alcohol.
- Coming to work under the influence or with sufficient amounts of illegal drugs in the employee' or contractor's system so as to give rise to a positive drug test.
- Substandard job performance due to an underlying drug or alcohol dependency problem.
- Consumption or possession of open containers of alcohol on Company property; in a Company vehicle; or vehicles leased by the Company and operating under the direction of the Company.

Disciplinary Action

Following a positive post-accident or reasonable cause test, the employee or contractor may be suspended from duty or contract at the discretion of the Company. The Company will, in its discretion, make a case-by-case determination whether the employee or contractor who tests positive will be eligible for continued employment or contract.

Prince of the Road

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DRUG FREE WORKPLACE

CERTIFICATE OF RECEIPT FOR EMPLOYEE / CONTRACTOR EDUCATIONAL MATERIALS

I CERTIFY THAT Prince of the Road has given me educational materials that explain drug and alcohol testing requirements. I further certify that I have received information explaining Prince of the Road policies and procedures with respect to these testing requirements.

(Please Print) Employee / Contractor Name

Employee / Contractor Signature

Date: (Month / Day / Year)

Employer Management Signature

Prince of the Road

P O Box 124 Ravenna, NE 68369 Phone: 1-888-452-3194 Fax: 1-308-452-3867 Email: princel@nctr.net

DRIVER ROSTER UPDATE

TODAY'S DATE: _____

DRIVER'S NAME: _____

ADDRESS: _____

HOME PHONE: _____

ALT PHONE: _____

CELL PHONE: _____

POTR PHONE: _____

DRIVER FAX #: _____

DO YOU NEED A FAX COVER SHEET? (YES) (NO)

ADDITIONAL CONTACT INFORMATION: _____

CRIMINAL HISTORY BACKGROUND CHECK

FROM: PRINCE OF THE ROAD
P.O. Box 124
Ravenna, NE 68869-0124

DATE

TO: NEBRASKA STATE PATROL
IDENTIFICATION & RECORD DIVISION
P.O. BOX 94907
LINCOLN, NE 68509

CRIMINAL HISTORY REQUESTED

NAME (PRINT LAST / FIRST / M I)	DOB	DATE:
PRESENT ADDRESS:		
CITY:	STATE:	ZIP CODE:
SSN:	MAIDEN NAME / ALIAS:	

I HEREBY AUTHORIZE THE RELEASE OF ANY AND ALL CRIMINAL HISTORY INFORMATION MAINTAINED ON ME TO:

**PRINCE OF THE ROAD
ATTN: ALVIN SCHROLL
P.O. BOX 124
RAVENNA, NE 68869-0124**

NAME (PRINT LAST / FIRST / M I)

SIGNATURE

SIGNATURE OF REQUESTOR (POTR)



Division of Children and Family Services

State of Nebraska

Dave Heineman, Governor

AGENCY REQUEST FOR INFORMATION FROM THE NEBRASKA ADULT AND CHILD ABUSE AND NEGLECT REGISTER/REGISTRY

I hereby request information from the Nebraska Adult and Child Abuse and Neglect Registry. I agree to use the requested information to determine whether to hire or retain the individual to provide care, custody, treatment, transportation or supervision of children or vulnerable adults.

Agency Name/ Fax: R+F Hobbies, DBA Prince of the Road / (308) 452-4110
Please do not use abbreviations

Address and Phone Number: P.O. Box 124, Ravenna, NE 68819 (308) 452-3194

I hereby authorize the Division of Children and Family Services to disclose whether I have an Adult and/or Child Abuse and Neglect Register/Registry record to the above-named agency.

Print Full Legal Name: (applicant) _____

Signature (applicant) _____

Date _____

Current Address: _____
(Street/City/State/Zip)

Applicant Date of Birth _____

Applicant Social Security Number _____

Other names previously used such as former married names, maiden name and nick names. Please Print.

Names and birth dates of your children and children who have lived with you. Please Print.

Any Address at which you have resided during the past 20 years. Please Print.



PRINCE OF THE ROAD

P.O. Box 124 Ravenna, NE 68869 Phone: 1-888-452-3194 Fax: 1-308-452-3867 Email: prince1@ncte.net

APPLICATION FOR COPY OF DRIVING RECORD

This record will be used for the purpose of: Employment and the ability of employer to carry out their function.

Name (as it appears on drivers license): _____

Date of Birth: _____

Nebraska Driver's License Number: _____

I _____ authorize **Prince of the Road**
To obtain a copy of my motor vehicle record.

Signature of Record Holder: _____ Date: _____
(Applicant Signature)