

ZAR Contracting LLC  
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MC: 107599

To: New Owner Operators

Date: 6/1/2018

Description: Procedure & Documents Required for Leasing on

#### Overall Procedure for leasing on with ZAR Contracting LLC

1. Fill out new owner operator questionnaire - <https://airtable.com/shrizA6hCHBUJ9cNI>
2. We will run an MVR and Insurance check, once we get the results we will send you the new owner operator set up documents.
3. Once we get all the required documents back we will schedule you for a dot drug screen. (We pay for this)
4. Once we get the results (normally take 3 business days). We will ship you the following.
  - a. Elog and cable
  - b. Window decals
  - c. Pilot/Flying J, Multi Service, EFS fuel cards
  - d. ZAR Owner Operator Manual
5. Once you receive your package, install the elog in your truck, put on the window decals, IFTA stickers, NYHUT sticker, and make sure your truck has all the dot required items installed/in your truck. See pages "List of items to keep in your truck" & Trailer bulk head instructions in your O/O manual.
  - a. If you receive hard license plate right away then you won't need the 45 day permits, if you don't receive hard plates then your 45 day permits allow you to run without plates.
  - b. \*\*\*Only display the apportioned license plates we provide, never display your personal plates! The truck plate goes on the front of your truck. The trailer plate goes on the trailer
  - c. The window decals go on your back windows
  - d. The IFTA stickers go on each side of your truck, we recommend putting them on the back windows below and to the right or left of the decals.
  - e. The NYHUT sticker goes on the front driver side bumper, you may not receive this sticker right away, if you don't then your NYHUT temp credential serves as your permit until you get your sticker.
6. Contact Kim to go over your owner operator manual and schedule your first load.
7. We will also email you copies of the following
  - a. Truck & trailer 45 day permits, truck & trailer cab cards, IFTA license, NYHUT C of R, NYHUT temp credential, Keep trucking manual, Blank BOL's, Spare log sheets
  - b. Driver load pick up & delivery links with instructions.

#### Documents that need to be printed, filled out completely, scanned and emailed back to zarcontractingllc@gmail.com

1. MVR employee authorization form

#### Documents for your information

1. FMCSA drug and alcohol clearinghouse registration for cdl drivers
2. Employee drug and alcohol policy handbook

#### Documents that will be sent via adobe sign, for digital signature

1. DOT driver application
2. DOT previous employer records request
3. DOT driver's certificate of violations
4. Drug and alcohol policy handbook addendum
5. Drug and alcohol policy handbook signed pages (7pages)
6. Direct deposit authorization form
7. FMCSA clearing house general consent
8. ZAR Contracting LLC lease agreement

#### Additional documents we need from you

1. Truck title or title application
2. Trailer title or title application
  - a. The title application is the document that you would have received from the BMV when titled the vehicle after purchasing it.
  - b. If the title application can't be located then you can simply call the bank you have the loan with and request a copy of the title. They can email it to you or fax it to us at 765-780-3079
3. Current Truck annual dot inspection form
4. Current Trailer annual dot inspection form
5. Non trucking liability insurance certificate for truck and trailer
  - a. We carry the commercial auto and cargo policy, you carry the comp/collision and non trucking liability policy.
  - b. When you are loaded or under dispatch the liability and cargo are covered under our policy, the comp and collision on your policy. When you are not under dispatch the liability and comp/collision are on your policy. You will have both insurance certificates in your owner operator manual
6. Complete our FMCSA query request

#### Additional questions that need answered

1. Who is your cell phone carrier? (we need this for load text alerts)
2. What is your shipping address? (If the address on your driver's license is not where you want your package shipped to).