

GOLD COAST TRANSIT
AUTHORIZATION TO REVIEW CRIMINAL HISTORY

1. I understand that it may be necessary for GOLD COAST TRANSIT to gather information about any past crimes for which I was convicted or pleaded guilty or no contest. Any information gathered will be used to determine my qualifications for the position of _____ . I authorize Gold Coast Transit to conduct this investigation, and I understand that the investigation will be done only if I have met all other qualifications and I am actually being considered for employment.

2. Have you ever been convicted of or pleaded guilty or no contest to a misdemeanor or felony crime. YES [] NO []

(The existence of a misdemeanor or felony conviction does not automatically exclude you from employment. Do not include convictions for violations of Health and Safety Code sections 11357(b) or (c), 11364, 11365 or 11550 (marijuana offenses) if the conviction occurred more than two years ago, or for minor traffic violations of \$ 350.00., or less. Also do not provide information concerning convictions which have been expunged or statutorily eradicated, judicially dismissed misdemeanor convictions or convictions which have been ordered sealed by a judge.)

3. If your answer to # 2 above was "yes," Give the date, place, and description of the crime. Also indicate the final disposition of any conviction, including if you were sentenced to serve time in jail or prison, or given formal or summary probation. If you need more space, please attach additional sheets.

MISDEMEANOR YES [] NO []

DATE: _____ PLACE: _____

DESCRIPTION OF CRIME: _____

FINAL DISPOSTION OF CONVICTION: _____

FELONY YES [] NO []

DATE: _____ PLACE: _____

DESCRIPTION OF CRIME: _____

FINAL DISPOSTION OF CONVICTION: _____

4. Are you currently on any type of probation or parole for any crime for which you have been convicted YES [] NO []

5. I understand that if I conceal, or omit, any information related to my criminal history, I may be disqualified from consideration or terminated from GOLD COAST TRANSIT.

6. I further understand that if I am convicted of any crime between the date below and the date I am employed, I am obligated to report that conviction to GOLD COAST TRANSIT. I also understand that I must report to GOLD COAST TRANSIT any arrest which occurs between the date below and the date I am employed if there has been no trial or final disposition on the case by the time I am employed. If I fail to report these things, it will be considered a false statement or concealment of facts, and I may be disqualified from consideration or terminated.

7. I declare under penalty of perjury that I have read and understand all of the questions and statements above, and that the answers I have given are true and correct.

Applicant Signature _____ Date _____

Applicant Print Name _____

FOR OFFICE USE ONLY

(To be completed in front of GOLD COAST TRANSIT'S Management Representative
at the time of pre-employment processing)

As a requirement with Gold Coast Transit, while employed in all Safety Sensitive Positions (including without limitation the positions of _____), you must disclose to Gold Coast Transit's Senior Management any convictions for a misdemeanor or felony crime for which you were directed by a judge to pay a fine, serve probation or serve time in jail. This includes major & minor traffic violations, such as for DUI or reckless driving.

Conviction of a misdemeanor or felony will not necessarily preclude employment with Gold Coast Transit; however, failure to disclose a misdemeanor or felony conviction will be considered concealment and will result in disciplinary action up to and including termination.

Please note that all relevant information disclosed to Gold Coast Transit's Senior Management is held at the highest standard of confidentiality, and will not be disclosed to employers or other Gold Coast Transit personnel without a "need to know" the information.

I declare under penalty of perjury that I have read and understand all of the questions and statements on this form, and agree to the terms as set forth while employed in Safety Sensitive Positions with Gold Coast Transit.

Employee Signature _____ Date _____

Employee Print Name _____

Senior Management Director's Signature _____ Date _____

GOLD COAST TRANSIT

VOLUNTARY INFORMATION: GOLD COAST TRANSIT IS ASKING ALL APPLICANTS FOR EMPLOYMENT TO PROVIDE THIS INFORMATION IN ORDER TO COMPLY WITH THE U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION AND CALIFORNIA FAIR EMPLOYMENT AND HOUSING REQUIREMENTS. Data collected will be used only for statistical purposes to measure the effectiveness of our recruitment efforts.

GOLD COAST TRANSIT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, ANCESTRY, NATIONAL ORIGIN, GENDER, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, AGE, VETERAN STATUS OR DISABILITY IN THE PROVISION OF SERVICES OR EMPLOYMENT.

This portion of the application will be detached and the information will not be used to make any employment decision that affects you.

GENDER: MALE FEMALE AGE GROUP: under 40 Years 40 Years and Over

ETHNICITY:

Do you consider your ethnic background to be Hispanic or Latino? Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture.

- YES, I am Hispanic or Latino.
- NO, I am not Hispanic or Latino.

Starting with the 2000 U.S. Census, the classification of Hispanic/Latino was changed from a racial group to an ethnicity group. Whether or not you checked "Yes, I am Hispanic or Latino," you MUST check a category of racial group below.

RACE:

What racial group or groups do you consider to be you're most predominant? Check only one:

Single Race Group Categories

- American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
- Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent, including for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Black or African American - A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Caucasian (White) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa. If your origins are from Spain, you should check "Caucasian."

Dual Race Group Categories

- American Indian or Alaska Native & Black
- American Indian or Alaska Native & White
- Asian & White
- Asian & Black
- Black & White

Other

- Other, Please name the racial group or groups (1)
- (2)

Please tell us how you learned about this job vacancy (check one):

- | | | |
|--|--|---|
| <input type="checkbox"/> Los Angeles Times | <input type="checkbox"/> EDD | <input type="checkbox"/> GCT Job Banner @ 3 rd Street Facility |
| <input type="checkbox"/> Penny Saver Newspaper | <input type="checkbox"/> GCT Employee Referral | <input type="checkbox"/> GCT Job Bulletins |
| <input type="checkbox"/> Ventura County Star | <input type="checkbox"/> GCT Website | <input type="checkbox"/> Community Access Cable TV / Radio |
| <input type="checkbox"/> Job Fair | <input type="checkbox"/> Other Job Websites | <input type="checkbox"/> Other: |

GOLD COAST TRANSIT
Substance Abuse Employee Policy Program

DRUG AND ALCOHOL TESTING IN SAFETY-SENSITIVE POSITIONS

It is Gold Coast Transit's policy, and it is required by law, to have a drug-free and alcohol abuse-free workplace environment to protect employees, passengers, and the general public. Safety-sensitive employees must be free of job-impairing substances on duty, when reporting for duty, while subject to duty, while in a company uniform, or while on Gold Coast Transit's premises or property.

A safety-sensitive function includes any of the following duties: operating a revenue service vehicle, whether or not in revenue service; holding a Commercial Driver's License Class B License; controlling dispatch or movement of a revenue service vehicle; and maintaining a revenue service vehicle or equipment used in revenue service.

Detection, Deterrence and Enforcement

Federal Law (49 CFR § 40) requires that effective January 1, 1995, all employees in safety-sensitive positions will be subject to drug testing in the following circumstances: pre-employment, reasonable suspicion, post-accident, random, return-to-work duty, annual recertifications and follow-up drug and alcohol testing. Applicants for safety-sensitive positions will not be hired, nor will current employees be assigned, to safety-sensitive functions unless and until they pass a drug and alcohol test.

Consequences of a Positive Test Result

Gold Coast Transit prohibits an employee from performing a safety-sensitive function when an employee's alcohol test indicates an alcohol concentration level of more than 0.00., and/or detects prohibited drugs and substances including (but not limited to) the following: Amphetamines and Methamphetamines, Cocaine, Marijuana/Cannabinoids (THC), Opiates (narcotics), Phencyclidine (PCP) (49 CFR § 40.23).

When Gold Coast Transit has received a verified positive drug test result or a confirmed alcohol test greater than 0.00, or when an employee refuses to submit to a required drug or alcohol test, Gold Coast Transit shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs (49 CFR § 655.62). Positive drug/alcohol test results or refusal to submit to a drug test may result in disciplinary action up to and including dismissal of employment or, if not yet hired, disqualification from further consideration (Gold Coast Transit's Personnel Rules).

An applicant who is disqualified or an employee who is disciplined/terminated as the result of failing a drug and/or alcohol test may appeal on the grounds that the drug was obtained legally, or there has been a violation of the test protocol or chain of custody procedures, or other irregularity that invalidates the test results. A disqualified applicant may have his/her drug test specimen retested at his/her own expense and include the results of the retesting in his/her appeal (Cal. Admin Code tit. 2 § 213.6).

GOLD COAST TRANSIT
Substance Abuse Employee Policy Program

DRUG AND ALCOHOL TESTING IN SAFETY-SENSITIVE POSITIONS

Confidentiality of Records

Laboratory reports or test results will be kept in a confidential folder that is separate from the employees' personnel folder, and will be held for five (5) years. The Risk & Safety Manager is responsible for the security of these reports and for obtaining the results from Gold Coast Transit's authorized medical clinics. These reports will be disclosed to a very limited number of Gold Coast Transit's Managers on a strict need-to-know basis. The test results may be disclosed to the tested employee or applicant upon request (49 CFR § 655.71).

Acknowledgement

I hereby acknowledge that applying for or accepting a safety-sensitive position with Gold Coast Transit requires that I submit to drug and alcohol testing for pre-employment, reasonable suspicion, post-accident, random, return-to-work, annual recertification and follow-ups. I understand Gold Coast Transit's authorized third party Medical Review Officer's clinics (U.S Health Works, CMH MedCare or Coastal Occupational Medical Group) will conduct the tests. I also understand that the results of this drug and alcohol test will be made available to Gold Coast Transit's Risk & Safety Manager. I further understand that the results of this test may adversely affect my application or employment status.

I understand that any material misrepresentation I make or any attempt or fact of contamination of the specimen(s) will be cause for disciplinary action up to and including dismissal.

I also understand that I have the right to refuse to submit to a drug or alcohol test, but my refusal will result in disciplinary action up to and including disqualification from consideration or, if hired, dismissal of employment.

Signature: _____ Dated: _____

Printed Name: _____

GOLD COAST TRANSIT

301 E. Third St.
Oxnard, CA 93030

PAST/PRESENT EMPLOYEE DRUG AND ALCOHOL TESTING RECORD

TO _____ (List past/present employer)

_____ (Address)

_____ (City / State)

_____ (Fax No., If Known)

NAME _____ SOCIAL SECURITY NO. _____

The applicant named above has applied to Gold Coast Transit for a position that will perform safety-sensitive duties. The following information is required by 49 CFR Part 40 § 40.25 of any DOT-regulated employer who has employed the above-identified applicant during any period during the two years before the date of this request. We would appreciate your immediate response. Please complete and return this form in the enclosed envelope or fax to (805) 487-0925. Information you furnish will be held strictly confidential.

Alcohol tests with a result of 0.04 or higher alcohol concentration: Yes _____ No _____

Verified positive drug tests: Yes _____ No _____

Refusals to be tested (including verified adulterated or substituted drug test results): Yes _____ No _____

Other violations of DOT agency drug and alcohol testing regulations: Yes _____ No _____

With respect to any employee who violated a DOT drug and alcohol regulation, please attach documentation of the employee's successful completion of DOT return-to-duty requirements.

I hereby authorize the addressed company to furnish GOLD COAST TRANSIT any information concerning me which they may have on record or otherwise, and hereby release the addressed individual, company, or institution and all individuals connected therewith from all liability for any damage whatsoever incurred in furnishing such information.

FOR OFFICE USE ONLY

Signature of Applicant: _____ Date _____