

Vendor Name: TRACK ONE LOGISTICS Driver #: _____

DRIVER/ VEHICLE INFORMATION SHEET

Driver:

Name: JANE DOE
Address: 1234 SUNSHINE AVE
City: RIVERSIDE State: CA Zip: 92507
Primary Contact #: (123)456-7899 Secondary: _____
Driver License # C1234567 State: CA
Expiration: 9/3/2023 Class: C Restrictions: NONE

Personal Vehicle Information or Vendor Vehicle Info

License Plate # 4CYU258 State: CA Expiration: 5/14/2020
Vehicle: CHEVY Make: VOLT Model: 2017
VIN#: 1234567899101112

Personal Auto Insurance

Company: PROGRESSIVE Limits: FULL
Policy #: 123456789 Expiration: 06/06/2020

Emergency Contact

Name: NICK DOE Relation: HUSBAND Phone: (123)456-7899

Propriety Information of 4Sameday Transportation LLC
(This information MAY NOT BE COPIED in any form, without the written permission of 4Sameday)



The Background Check Company

APPLICANT DISCLOSURE AND AUTHORIZATION FORM

**[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]
DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

TRACK ONE LOGISTICS may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history including current position, worker's compensation injuries, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by [One Source The Background Check Company, PO Box 24148 Omaha, NE 68124, 1.800.608.3645] or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing [Employer] to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by [One Source The Background Check Company, PO Box 24148 Omaha, NE 68124, 1.800.608.3645], another outside organization acting on behalf of [Employer], and/or [Employer] itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by [Employer] by contacting the consumer reporting agency identified above directly.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

PLEASE PRINT LEGIBLY

Last Name DOE First JANE Middle —

Other Names/Alias _____

Social Security* # 123456789 Date of Birth* 01/01/81

Driver's License # C1234567 State of Driver's License CA

Present Address 1234 SUNSHINE AVE Phone Number (123)456-7899

City/State/Zip RIVERSIDE CA 92507

All Previous Addresses in the Last Seven Years _____

Signature: JD Date: 01/05/19

*This information will be used for background screening purposes only and will not be used as hiring criteria.



REVIEW OF DELIVERY VEHICLE SECURITY PROCEDURES

It is the carrier's policy that all drivers of delivery vehicles accomplish the following security procedures to protect AmerisourceBergen merchandise transported within the vehicle

It is the driver's responsibility to shut off the engine, remove the ignition key, roll up the windows, latch window vents and lock all doors to the driver and cargo compartments of the vehicle while deliveries are being made, or at any other time the driver is away from the vehicle. This includes stops for breaks, lunch, or while away from the vehicle at filling stations. Truck stops. etc

While the delivery vehicle is underway, the doors to the driver compartment and cargo compartment are to be locked. All vehicle doors must be locked at all times while on the delivery route, except for the cargo door when opened for actual loading or unloading of merchandise from the vehicle. If several trips are required to deliver merchandise from the vehicle to the customer, the cargo doors will be closed and locked each time the driver departs the vehicle.

The driver is to be attentive to the possibility of being observed or followed by vehicles. If a person or persons are observed following the delivery vehicle, the driver's supervisor should be immediately contacted. Any suspicious activity noted on delivery route should be reported immediately to supervisor.

While AmerisourceBergen merchandise and property is present in vehicle, drivers are not allowed to provide rides to any person that has not been previously approved by management. Drivers are not to stop to give assistance to stranded motorist or other persons while merchandise is present in vehicle.

If someone wants the driver of the vehicle to stop, the driver should travel to a crowded business location or police station before stopping whenever possible.

The driver will have no knowledge of what is inside the sealed containers.

Under no circumstances will the sealed containers be opened by the driver.

Missing containers will be reported immediately to supervisor.

I have read and understand the above security procedures. I agree to follow these procedures during delivery of AmerisourceBergen merchandise.

Date 01/05/19

Common Carrier A-Line

Location Cross-Dock RIVERSIDE

Printed Name of Supervisor PAUL SMITH

Signature of Supervisor 

Printed Name of Driver JANE DOE

Signature of Driver 

HAND TRUCK HANDLING SAFETY RULES

- When stacking items on the hand truck, keep the heaviest load on the bottom to lower the center of gravity.
- Balance the load forward on the axle of the hand truck, so the weight will not be carried by the handle.
- Never stack items so high that you can't see where you're going. (suggested height is "up to shoulder" level).
- As a rule, avoid walking backwards with a hand truck. Remember the back-care rule: It is safer to *push* than to *pull*.
- Hand truck injuries typically occur by getting your hand pinched between the handles and a nearby stationary object, so take care when working your way through tight spaces. The use of gloves can provide extra protection.
- Always maintain a safe speed and keep the hand truck under control.

JD

Vendor/driver signature

01.05.19

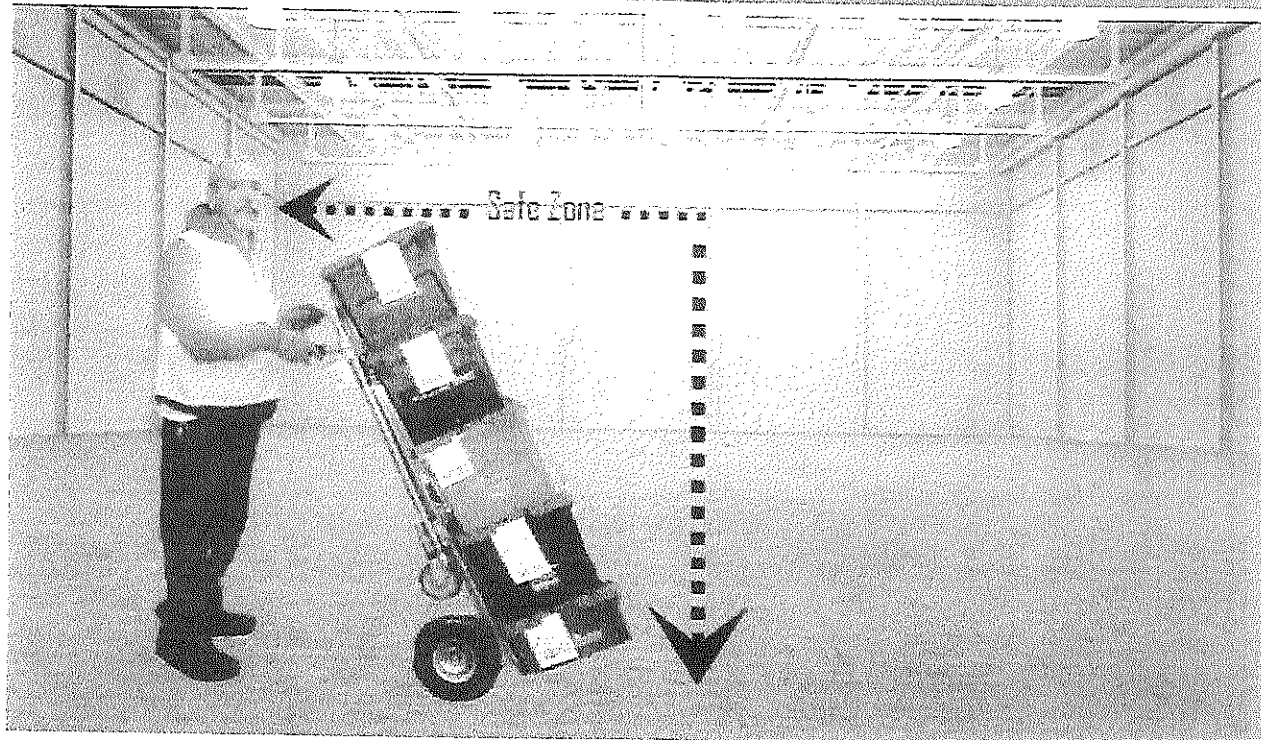
Date

CONTRACTOR NAME: _____

JANE DOE

DRIVER #: _____

(photo example)



Pharmacy Deliveries Acknowledgement and Awareness Form

I UNDERSTAND THAT IN ACCORDANCE WITH CALIFORNIA STATE LAW. ONLY A LICENCED PHARMACIST-IN-CHARGE OR ANOTHER LICENCED PHARMACIST DESIGNATED BY THE PHARMACIST-IN-CHARGE IS PERMITTED TO ACCEPT AND SIGN FOR A DELIVERY THAT BELONGS IN THE PHARMACY

I UNDERSTAND THAT A PHARMACY TECHNICIAN OR ANY OTHER PERSONNEL WORKING IN THE PHARMACY. (I.E MANAGERS, RECEIVING DEPARTMENT PERSONNEL, CASHIERS, OR ANY OTHER STORE EMPLOYEES) ARE NOT PERMITTED TO ACCEPT OR SIGN FOR A PHARMACY DELIVERY

I UNDERSTAND THAT ALL DELIVERIES CAN ONLY BE MADE TO THE LICENCED PREMISES AS NOTED ON THE DELIVERY LABELS AND DELIVERY MANIFEST

I UNDERSTAND THAT IF I AM UNSURE AT ANYTIME AS TO WHOM THE LICENCED PHARMIST-IN-CHARGE IS, WHO THE DESIGNATED LICENCED PHARMIST IS, OR IF THERE IS A PROBLEM WITH THE DELIVERY ADDRESS, THAT I MUST CALL AMERISOURCEBERGEN FOR INSTRUCTION ON HOW TO PROCEED.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE CALIFORNIA STATE LAW PERTAINING TO PHARMACY DELIVERIES AND WHAT IS REQUIRED OF ME TO CORRECTLY FOLLOW THE LAW (WHO MAY SIGN LETTER OF ACKNOWLEDGEMENT)

DATE 01/05/19

PRINTED NAME JANE DOE

SIGNATURE JD

**Pharmacy Law
With
Rules and Regulations
2011 California Law book for Pharmacy**

Business and Professions Code 4050.5. Who May Order Dangerous Drugs or Devices: Exceptions; Compliance with Laws of All Involved Jurisdictions

4059.5. (a) Except as otherwise provided in this chapter, dangerous drugs or dangerous devices may only be ordered by an entity licensed by the board and shall be delivered to the licensed premises and signed for and received by a pharmacist. Where a licensee is permitted to operate through a designated representative, the designated representative may sign for and receive the delivery.

(b) A dangerous drug or dangerous device transferred, sold, or delivered to a person within this state shall be transferred, sold, or delivered only to an entity licensed by the board, to a manufacturer, or to an ultimate user or ultimate user's agent.

(c) Notwithstanding subdivisions (a) and (b) deliveries to a hospital pharmacy may be made to a central receiving location within the hospital. However, the dangerous drugs or dangerous devices shall be delivered to the licensed pharmacy premises within one working day following receipt by the hospital, and the pharmacist on duty at the time shall immediately inventory the dangerous drugs or dangerous devices.

I acknowledge that I have been trained in the California Pharmacy Law detailed above that a pharmacist must sign for any delivery of dangerous drugs or devices, and by signing I indicate that I will abide by this requirement.

Print Name: JANE DOE

Date: 01/05/19

Signature: JD

Delivery Route: 001

CONTROLLED SUBSTANCE DELIVERY ACKNOWLEDGEMENT FORM

- 01- All controlled substances must remain in the DEA approved security enclosure (cage/vault) or maintained under "constant supervision" until just prior to the final loading process and departure of the delivery vehicle.
- 02- Controlled substances must not be left unattended or unsupervised in the shipping dock area.
- 03- A documented chain of custody, either electronic or manual, must be maintained in order to verify that all all controlled substance orders leaving the cage or vault area are received at the shipping dock by another "compliance critical" associate.
- 04- Controlled substance orders must be listed and identified separately on the delivery manifest to facilitate identification of the order and obtaining the customer signature at the time of delivery.
- 05- Controlled substance must be signed for at the time of delivery to the customer.
- 06- CII orders and invoices must be handed to the Pharmacist-In-Charge or the Licensed Pharmacist designated by the Pharmacist-In-Charge to sign for CII orders. The Pharmacist-In-Charge or designate must open the box and verify that the order is intact and complete in the drivers presence. Following order verification, the Pharmacist-In-Charge or designate must sign the Pick Ticket and return it to the driver. The Courier Driver will apply the signed Pick Ticket to the back of the Delivery Manifest as proof of delivery.
- 07- Controlled substances must be delivered only to the address printed on the label on the shipping container. If the address on the shipping label is not correct, or is in error in any way, the controlled substance MUST be returned to the DC until the variance in the address has been properly researched and corrected.
- 08- Upon the driver's return to the DC or cross-dock, the Shipping Supervisor or other "compliance critical" associate must check all delivery paperwork to verify proof of delivery of controlled substances. All manifest and controlled substances proof of delivery documents must be maintained on file in the DC for (7) years.
- 09- When a courier representative picks up a package from the cage or vault, he or she must verify that the total number of packages is listed on the Schedule 2 Product Log of Checklist Manifest. Each package must also be verified against the driver's manifest. Once the driver signs the log, he or she is responsible for the product.

I hereby acknowledge that I have read and understand the law and policy regarding controlled substances orders and what is required of me to correctly follow the law and policy.

Date 01/05/19

Print Name JANE DOE

Signature JD

Department of Justice
Food and Drugs
Drug Enforcement Administration

Employee, Contractor, and Subcontractor Notification of Reporting Responsibilities

Notice to all Employees, Contractors, and Subcontractors

The following federal regulations apply to you as an Employee, Contractor, and Subcontractor of Track One Logistics. Please read these requirements carefully in order to fully understand your responsibilities.

Reports of listed chemicals or drug diversion by fellow Employees, Contractors, and Subcontractors is not only a necessary part of an overall Employee, Contractor, and Subcontractor security program but also serves the public interest at large. It is, therefore, the position of the Drug Enforcement Administration that an Employee, Contractor, and Subcontractor who has knowledge of drug diversion from Track One Logistics by a fellow Employee, Contractor, and Subcontractor has an obligation to report such information to a responsible security official of Track One Logistics. Track One Logistics shall treat such information as confidential and shall take all reasonable steps to protect the confidentiality of the information and the identity of the Employee, Contractor, and Subcontractor furnishing information. A failure to report information of drug diversion will be considered in determining the feasibility of continuing to allow Employee, Contractor, and Subcontractor to work in a drug security area. Track One Logistics shall inform all Employees, Contractors, and Subcontractors concerning this policy 21 CFR 1301.91.1309.73

It is the position of Drug Enforcement Administration that Employees, Contractors, and Subcontractors, who possess, sell, use or divert listed chemical or controlled substances will subject themselves not to State or Federal prosecution for any illicit activity, but shall also immediately become the subject of independent action regarding their continued employment. Track One Logistics will assess the seriousness of the Employee's, Contractor's, and Subcontractor's violation, the position of responsibility held by the Employee, Contractor, and Subcontractor, past record of employment, etc. in determining whether to suspend, transfer, terminate or take other action against the Employee, Contractor, and Subcontractor. 21 CFR 1301.92.1309.72 (b)

Employees, Contractors, and Subcontractors are required to report to carrier any violation or criminal drug statue conviction for unlawfully manufacturing, possessing or distributing controlled substances within ten (10) days after the violation/conviction.

Date: 01/05/19

Print Name: JANE DOE

Signature: JD

Pharmacy Driver HIPAA Compliance Acknowledgement

Track One Logistics provides services to certain health care providers and pharmacies. These providers are considered Covered Entities under Health Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and regulation promulgated hereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") the Health Information Technology for Economic and Clinical Health Act ("HITECH Act"). HIPAA and the HITECH Act are laws that require Covered Entities to protect the confidentiality of healthcare information about the patients they treat and give patients access to their records.

A Covered Entity is someone who provides health care services to patients such as doctor, hospital, or pharmacy. Covered Entities must make sure that vendors like Track One Logistics comply with HIPAA and HITECH Act and that Track One Logistics vendors (you) are also compliant. Track One Logistics has signed similar agreements with its customers that we are asking you to sign below.

1. You may only use protected health information about a patient ("PHI") for the sole purpose of delivering product, medications or supplies to a patient. PHI includes but is not limited to: patient's name, patient's social security#, patient's address, patient's medical condition or medication received or any other information about a patient or their medical condition that would reasonably be deemed to be confidential. All other uses of PHI are strictly prohibited. JD (initial)
2. Only the patient or an authorized representative of the patient or facility where the product is dropped may sign for the product. It is a HIPAA violation if you deliver to wrong person, address or a person not authorized to receive product. IF YOU HAVE A QUESTION ABOUT THE PERSON SIGNING, CALL DISPATCH BEFORE YOU LEAVE THE PRODUCT. JD (initial)
3. You will take necessary steps to mitigate any harm caused by mistaken deliveries or other improper uses of patient health information. JD (initial)
4. COPIES OF DRIVER'S LOGS OR PAPERWORK THAT HAVE PHI ON THEM, MUST BE SHREDDED IMMEDIATELY OR MAINTAINED IN YOUR CONFIDENTIAL FILES UNTIL FULL PAYMENT FOR YOUR SERVICES HAS BEEN RECEIVED AFTER WHICH THEY SHOULD BE SHREDDED IMMEDIATELY. JD (initial)
5. PHI is confidential and must remain confidential at all times. You are prohibited by law from improperly using or disclosing this PHI. It must not be disclosed in any manner to any person except the patient, the person signing for the delivery, or a Track One Logistics employee. You must report any improper disclosures of this patient protected health information to Track One Logistics immediately. JD (initial)
6. Any driver that works for you as a sub-contractor must be pre-approved by Track One Logistics and must sign a similar document indicating their compliance with the above requirements. JD (initial)
7. The importance of HIPAA compliance has been explained to me and I have received basic HIPAA compliance training. JD (initial)

I JANE DOE acknowledge, understand and will adhere to guidelines noted above. I understand the importance of patient confidentiality and HIPAA compliance and understand the possible penalties if I make incorrect deliveries or improperly disclose confidential PHI.

Sign: JD

Driver# _____

Date: 01/05/19

**Urgent Notice
All Drivers:**

In California ALL Prescription Drugs must be delivered to:

- **The Address and Suite that is listed on the manifest only. DO NOT COMBINE deliveries to one delivery point.**
- **And signed for by a registered pharmacist. Ask for ID if you are unsure.**

No exceptions!

Please Sign Below to Acknowledge your understanding of the above.

Driver Name: JANE DOE **Route:** 001 **Date:** 01/05/19

**Pharmacy Law
With
Rules and Regulations
2015 California Lawbook for Pharmacy**

Business and professions Code 4059.5. Who May Order Dangerous Drugs or Devices*:
Exceptions; Compliance With Laws of All Involved Jurisdictions.

4059.5. (a) Except as otherwise provided in this chapter, dangerous drugs or dangerous Devices may only be ordered by an entity licensed by the board and shall be delivered to The licensed premises and signed for and received by a pharmacist.

*Dangerous Drugs or Devices refers to all prescription products.