

Applying for your “For Hire License” “Public Service License”

7 Steps to get your License

Step 1

Complete _____

Read the Application twice. Write down any questions. Fill out the Application completely.

Step 2

Complete _____

Go Online and order/print out a **CERTIFIED COMPLETE DRIVING RECORD** from Maryland. If you have held a Driver’s License in any other State, you will need copies of your record from those states as well.

Step 3

Complete _____

Go Online and look up “Live Scan” Locations near me. Take the enclosed State of Maryland LIVESCAN PRE-REGISTRATION APPLICATION into a local Live Scan office and have your Fingerprints completed. This costs between \$52.50 and \$65 depending on the location. Important- keep your receipt.

Step 4

Complete _____

Make a front and back Copy of your Driver’s License and Social Security Card.

Step 5

Complete _____

Sign the Attached PSC FILE COPY of the Non-Criminal Justice Applicant’s Privacy Rights Document.

Step 6

Complete _____

Make 2 Copies of everything. 1 for your files and 1 for your Bayside Personnel folder.

Step 7

Complete _____

Package everything up, separate into 3 folders. Send originals to the Public Service Commission. Keep 1 copy for your records and 1 Copy for Bayside File.

Package shall include

_____ Signed and dated Application

_____ Complete Certified Driving Record (Not 3 year!)

_____ Receipt for “LIVESCAN”

_____ Copy of Drivers license and Social Security Card front and back

_____ Signed PSC Copy Non-Criminal Justice Privacy Rights Document

Send all to:

Public Service Commission- Transportation Division

6 St Paul Street 18th Floor

Baltimore, Maryland 21202-6806

EMPLOYMENT HISTORY (continued)

EMPLOYER			DATE	
NAME	FROM MO. YR.		TO MO. YR.	
ADDRESS	POSITION HELD			
CITY	STATE	ZIP		SALARY/WAGE
CONTACT PERSON	PHONE NUMBER			REASON FOR LEAVING
WERE YOU SUBJECT TO THE FMCSRs† WHILE EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> 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? <input type="checkbox"/> YES <input type="checkbox"/> NO				

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* Includes vehicles having a GVWR of 26,001 lbs. or more, vehicles designed to transport 16 or more passengers (including the driver), or any size vehicle used to transport hazardous materials in a quantity requiring placarding.

† 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 8 or more passengers (including the driver), OR (3) is of any size and is used to transport hazardous materials in a quantity requiring placarding.

ACCIDENT RECORD FOR PAST 3 YEARS OR MORE (ATTACH SHEET IF MORE SPACE IS NEEDED) IF NONE, WRITE **NONE**

DATES	NATURE OF ACCIDENT (HEAD-ON, REAR-END, UPSET, ETC.)	FATALITIES	INJURIES	HAZARDOUS MATERIAL SPILL
LAST ACCIDENT				
NEXT PREVIOUS				
NEXT PREVIOUS				

TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS (OTHER THAN PARKING VIOLATIONS) IF NONE, WRITE **NONE**

LOCATION	DATE	CHARGE	PENALTY

(ATTACH SHEET IF MORE SPACE IS NEEDED)

EXPERIENCE AND QUALIFICATIONS - DRIVER

STATE	LICENSE NO.	CLASS	ENDORSEMENT(S)	EXPIRATION DATE
Driver licenses or permits held in the past 3 years				

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 _____
 IF THE ANSWER TO EITHER A OR B IS YES, GIVE DETAILS _____

DRIVING EXPERIENCE CHECK YES OR NO

CLASS OF EQUIPMENT	CIRCLE TYPE OF EQUIPMENT	DATES		APPROX. NO. OF MILES (TOTAL)
		FROM(M/Y)	TO(M/Y)	
STRAIGHT TRUCK <input type="checkbox"/> YES <input type="checkbox"/> NO	(VAN,TANK,FLAT,DUMP,REFER)			
TRACTOR AND SEMI-TRAILER <input type="checkbox"/> YES <input type="checkbox"/> NO	(VAN,TANK,FLAT,DUMP,REFER)			
TRACTOR - TWO TRAILERS <input type="checkbox"/> YES <input type="checkbox"/> NO	(VAN,TANK,FLAT,DUMP,REFER)			
TRACTOR - THREE TRAILERS <input type="checkbox"/> YES <input type="checkbox"/> NO	(VAN,TANK,FLAT,DUMP,REFER)			
MOTORCOACH - SCHOOL BUS <input type="checkbox"/> YES <input type="checkbox"/> NO <small>More than 8 passengers</small>	_____			
MOTORCOACH - SCHOOL BUS <input type="checkbox"/> YES <input type="checkbox"/> NO <small>More than 15 passengers</small>	_____			
OTHER _____				

LIST STATES OPERATED IN FOR THE LAST FIVE YEARS: _____

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 IN YOUR WORK FOR THIS COMPANY _____

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) _____

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 (NAME) _____ (CITY, STATE) _____

TO BE READ AND SIGNED BY APPLICANT

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature: _____ Date: _____



What does a Part-Time Chauffeur Do?

Who is Bayside Limousines?

Bayside has been providing luxury ground transportation in the local DMV area for over 30 years. Our resume includes handling events from small airport runs all the way up to major multi-vehicle festivals and everything in-between. We have consistently provided exceptional service to the public, world leaders, and "A- list" celebrities alike.

What do we drive?

We drive luxury sedans made by Cadillac, Lincoln, BMW, Volvo, and Mercedes; luxury SUVs made by Cadillac and Lincoln; passenger vans, stretch limousines (both regular and exotic); classic cars made by Rolls Royce; Sprinters made by Mercedes, as well as limo coaches, and mini and executive style coaches and shuttles. Chauffeurs will get experience with driving many, if not all these vehicles.

Who are our clients?

We cater to a large variety of people with various events. Some of our clients are brides and grooms, some are business professionals, and many are just looking for a relaxing night out, but all deserve and expect exceptional service!

What events do we manage?

Airport transportation, campus shuttle services, weddings, proms, nights out, anniversaries, funerals, meetings, local and out-of-state trips, concerts, proposals, sporting events, sightseeing, wine tours, and more!

What does a chauffeur do?

Simply put, we do whatever it takes to make our client's event special. But a chauffeur's foremost priority is always ensuring the safe operation of the vehicle and the well-being of the passengers. Chauffeurs must be attentive, cordial and accommodating to the clients that have employed us. We dress, act, and prepare as a professional should. We assist in solving problems and play an integral role in people's most memorable moments. We do all of this while safely driving an immaculate luxury vehicle. Is this opportunity for everyone? No, it is not. The rewards and satisfaction of this job go beyond the pay that you receive. If you love people and love making them happy, then this is an excellent part-time opportunity.

What days are the busiest?

Bayside Limousines is primarily a retail luxury service company. What that means is that we are busy primarily on the weekends. Saturday being our busiest day by far, followed by Sunday and Friday. We do manage events 7 days a week, but Saturday is the busiest day that we operate.

What hours should I expect?

Our hours are vastly different. Some days we work early and some days we work late. We rarely have set schedules and this opportunity is perfect for someone who is looking for various hours and availability.

What is the difference between a driver and a chauffeur?

Great question! A driver shows up and drives packages or freight to a destination. A Chauffeur dresses appropriately and adds an increased level of service and sophistication to a client's event. Simply, we are not in the business of showing up and delivering "Human" packages

What is our attire?

If you have seen the movie "Men in Black," then you have seen our attire; black suit, white shirt, and black tie. Simple, yet professional.

Do I need a license?

Yes – we are a Maryland-based company so we must follow all the necessary licensing requirements of the state. The required license is known as a "For-Hire License" and is overseen through the Maryland Public Service Commission. A "For-Hire License" is required to legally drive any of our vehicles that seat fourteen passengers and below. This License is separate from your driver's license and is to be carried and presented upon request. It is not difficult to obtain but does require sponsorship by a company (like ours), an FBI background investigation, a safe driving record, and an application along with other documentation.

Do I need a CDL to work for Bayside?

No- you do not need a CDL (Commercial Driver's License) to work for Bayside Limousines. However, we do encourage you to pursue a Commercial Driver's License as some of our vehicles require this qualification.

Do I have to work every day?

No- our chauffeurs work when they are available. However the more that you are available the more jobs that will be assigned to you. We are a semi-seasonal business, so some parts of the year are busier than others. For example, the spring and fall are much busier than the winter. Summer is robust but depends on the state of the economy.

What does a chauffeur earn?

Our Non-CDL Chauffeurs start at \$20 per hour. This includes a booked in gratuity. However, many of our chauffeurs earn additional tips in the field given solely at the client's discretion. All our events **are** booked as an "all inclusive" rate to the client including all fees and gratuities. Likewise, all pay is an "all inclusive" rate

combining hourly pay and gratuity. Additional Tips/gratuity are not promised or guaranteed and should be viewed as a “bonus” and not an expectation.

How do I get paid?

We pay every other Friday by direct deposit. Everything we do is electronic so no waiting for someone to “cut” checks.

Do I have to pay for gas, insurance, tolls, and complementary beverages?

Lol-Sorry – just sounds funny that we must answer this question. No, that would be how our ride-share competitors manage their operation. With Bayside you drive our vehicles not yours; you are under our insurance not yours; we pay for gas, tolls, beverages, and tolls. You receive a real paycheck with taxes taken out so that you do not get hit at the end of the year with taxes and you are considered an employee of our company and not an independent contractor.

Is there Training at Bayside?

Sure – I am sure that you would want your Friends and family to be driven by a trained professional. We do have a comprehensive training program that will help you get a great understanding of what we do and what we/clients expect of your service. We have ongoing training to elevate your skillset and help you advance in your profession and ability. The more you know the better job you can do. The better job you perform the better satisfaction you will achieve both personally and financially.

Is there any rewards or incentives that I can achieve?

Yes, we have a reward program for 5-Star Reviews posted online. Any chauffeur earning a 5-star Review will receive a \$50 gift card to a local restaurant as a reward and incentive to get these reviews. We compete in a service business, so these reviews are vital to the continued success of Bayside Limousines.

DRIVER'S APPLICATION FOR EMPLOYMENT

Applicant Name _____ Date of Application _____

Company _____

Address _____

City _____ State _____ Zip _____

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

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 CFR 391.23(d) and (e). I understand I have the right to:

- Review information provided by 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 _____

FOR COMPANY USE

PROCESS RECORD

APPLICANT HIRED _____ REJECTED _____

DATE EMPLOYED _____ POINT EMPLOYED _____

DEPARTMENT _____ CLASSIFICATION _____

(IF REJECTED, SUMMARY REPORT OF REASONS SHOULD BE PLACED IN FILE)

SIGNATURE OF INTERVIEWING OFFICER _____

TERMINATION OF EMPLOYMENT

DATE TERMINATED _____ DEPARTMENT RELEASED FROM _____

DISMISSED _____ VOLUNTARILY QUIT _____ OTHER _____

TERMINATION REPORT PLACED IN FILE _____ SUPERVISOR _____

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