

Federal regulations require **every** driver that operates under Schneider's Department of Transportation ("DOT") operating authority to submit a Violation and Review Form in January 2017. Compliance with the DOT regulation mandates the annual completion and retention of the V&R Form. Please remember, this is a legal document and must be filled out accurately to the best of your knowledge.

The electronic Violation and Review Form can be accessed through:

- **CrossRoads** for drivers
- **IC Portal** for Independent Contractors

Our goal is for all V&R forms to be submitted and processed between Jan. 1 and Jan 25, 2017 (3pm central time). The electronic V&R Form will not be available on CrossRoads or IC Portal until **January 1, 2017.**

Disclosure of the following items is required:

- **Accidents and Moving Violations:** List all violations that you were convicted of, forfeited bond, or made payment on in 2016 in any type vehicle (examples: commercial truck, car, motorcycle)
 - This excludes parking and permit violations
 - If there are no violations to report, please leave the fields blank.
- **Speeding Violations:** Cited and posted speed limits must be provided if any speeding violations occurred in 2016.
 - Failure to provide this information will result in processing delays
 - Make sure to enter the location/state where the ticket was issued
- **Vehicle Type:** Please designate type, POV or CMV
- **Unsure?:** If you have questions on what to disclose, you may contact the Violation and Review Team. In addition, if you are a Schneider associates you may contact your Driver Leader. If you are an independent contractor you may contact your IC Advisor.

Key points:

- **Form Availability:** The form will not be accessible via CrossRoads and IC Portal until Jan 1, 2017.
- **Who needs to complete the V&R form on CrossRoads:** Every Schneider associate driver- regardless of active status or leave of absence status
- **Who needs to complete the V&R form on IC Portal:** Every Independent contractor - regardless of whether the IC is in service or out of service.
- **Instructions:** Please reference page 2 or 3 for instructions on how to access and process the form
- **Submission:** Submit one form only please. Submitting duplicates causes delays in processing
- **Successful Submission:** Watch for the Confirmation of Submission verification
- **Date stamp:** The form will auto-date upon submission
- **Questions:** Contact your Driver Leader, IC Advisor or a Violation and Review Specialist for assistance **1-800-558-6767 extension 5924378**

PLEASE COMPLETE THE V&R FORM BETWEEN JANUARY 1, 2017 AND JANUARY 25, 2017 IN ORDER TO MEET DOT REQUIREMENTS.

THE DRIVER LEADER OF ANY DRIVER WHO DOES NOT HAVE THEIR FORM TURNED INTO REGULATORY BY JANUARY 25, 2017 3:00 P.M. CST WILL BE CONTACTED.

Company Driver (Associate) Process

- Access CrossRoads: www.crossroads.schneider.com
- Select the Driver Associates tab; enter your User ID and Password
- Select the Driver Community tab
- Select the Violation and Review tab; you will be brought directly to the online form
- Enter your 2016 V&R information
- **Click to select all three certifications/authorizations. This is your electronic signature.**
- Submit
- Upon a successful submission of your form, you will receive a confirmation message that says:
V&R Form Submission Successful!
Your form will be received and processed.

SCHNEIDER CrossRoads

Driver Referrals | Events | Sales Lead | **Violation and Rev...** | Settings

Violation and Review Form

Fields marked with asterisk (*) are required. A social security number OR a social insurance number is also required.

General Information

*Regulatory Home Terminal/Site

*Driver Name (Full Legal Name)

*Driver Number

*Date of Birth (mm/dd/yyyy)

Driver Social Security Number (US)

Driver Social Insurance Number (CN)

*Current Commercial Drivers License Number

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Independent Contractors Process

- Access IC Portal: www.schneiderowneroperators.com
- Select the Owner Operator Login and enter your User ID and Password
- Select the IC Community tab
- Select the Violation and Review tab; you will be brought directly to the online form
- Enter your 2016 V&R information
- **Click to select all three certifications/authorizations. This is your electronic signature.**
- Submit
- Upon a successful submission of your form, you will receive a confirmation message that says:
V&R Form Submission Successful! Your form will be received and processed.

SCHNEIDER CrossRoads

Mexico Community | Intermodal | Bulk Community | **IC Community** | Shipment | Payment

Your Safety | Documents | Document Admin | Event Calendar | Sales Lead | Referrals | **Violation and Rev...** | Settings

Violation and Review Form

Fields marked with asterisk (*) are required. A social security number OR a social insurance number is also required.

General Information

*Regulatory Home Terminal/Site

*Driver Name (Full Legal Name)

*Driver Number

*Date of Birth (mm/dd/yyyy)

Driver Social Security Number (US)

Driver Social Insurance Number (CN)

*Current Commercial Drivers License Number

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V&R Frequently Asked Questions

1. When will the Violation & Review (V&R) form will be out on CrossRoads?

The form will be on CrossRoads starting January 1, 2017.

2. When should drivers fill out their V&R forms?

Any associate that has a driver number should complete and date a form between **1/1/2017 and 1/25/2017**.

3. What happens if a driver is on worker's compensation?

Drivers on Leave of Absence have access to CrossRoads and should complete the V&R form. If he or she is unable to do so, Schneider will complete a temporary form on behalf of the driver; however, when the driver returns to work, he or she must complete and sign a form **prior to driving** or the driver will be out of D.O.T. compliance.

4. Will I receive a confirmation message after I submit my form?

Yes. After submitting the form, a verification message will read stating: V&R Form Submission Successful! Your form will be received and processed.

5. How do I know if my V&R form has been received?

To verify that your form has been received and processed, you may call a V&R Administrator or ask your Driver Leader or the STM.

6. What is the format for dates?

The format for entering dates throughout the form is **mm/dd/yyyy**. Include the backslash or it will cause an error.

7. What is the "Canadian Driver Social Insurance Number"?

This field is only for Canadian drivers; it is their version of a U.S. Social Security number.

8. Where do I enter the citation I received?

Enter citations below the driver's personal information portion. There are specific fields for moving violations; below those are fields for accident violations. Scroll past the driver's license number information to find the fields for citations and accidents.

9. What types of violations do I need to list on the V&R form?

Any moving violations (e.g., speeding, improper lane, running a stop sign, etc.) that became convictions (regardless of type of vehicle – personal or commercial) that you were **convicted of or forfeited bond on in 2016**. Also include accidents, DUIs, Reckless or Careless Driving violations, and Suspensions.

- Disclose the speed posted and the speed cited for any speeding citations
- You **MUST** indicate if violation happened in a personal vehicle (POV) or commercial vehicle (CMV)

10. Will it accept "none" in the Date of Violation field?

No. This field will not accept text. If there are no violations, leave the field blank.

11. What if I can't remember the date the violation or accident happened?

DO NOT call the Citation Department for violations data for your V&R form. If you can't remember the exact date, leave the date field blank. Use the freeform section to provide as much information as you can recall regarding the time of year the violation occurred.

If you leave the date field blank because you can't remember the exact date, you must still complete the Location and Offense of the citation or accident as well as the Type of Vehicle fields. You will not be able to submit the form if you only enter the location or offense and not type of vehicle or vice versa.

12. Should I enter "none" in the accident fields if I did not have any accidents?

No. If you enter text in the field, the form will then require location and vehicle details.

13. Should I enter an accident that the police did not take a report on?

Yes. Any accident in which were involved as the driver should be entered, regardless of the type of vehicle.

14. Do all three certifications need to be completed on the CrossRoads form?

Yes, the form will not submit if all three are not accepted. This is the electronic signature confirmation, so all three are required.

15. How does the CrossRoads form get submitted?

At the bottom of the V&R form on CrossRoads are two choices:

1. Clear: This allows you to clear the form and all the entries made.
2. Submit: This automatically sends your completed form to a Regulatory V&R email address.

16. Can I use a mobile device or tablet to submit the V&R form?

You can, but we have found that these devices often do not successfully submit the V&R form. If you do not receive a confirmation message clicking the submit button, the form did NOT successfully submit.

17. Are you checking my credit score? Because the second certification says, "By completing this form, I authorize Schneider National, Inc., and/or its affiliates and subsidiaries ("Schneider") to obtain reports from any appropriate consumer reporting agency and understand that such consumer reports may be used by Schneider in the determination of whether or not to continue my employment and/or Independent Contractor operating agreement."

No. Your credit score is not being checked. Under the Fair Credit and Reporting Act, motor vehicle reports and background checks are classified as consumer reports – not credit reports. The Regulatory department only requests consumer reports. The DOT requires us to run a motor vehicle report for each driver every 12 months.