

WORK - SUPPLEMENTAL INFORMATION SHEET

A separate 'Supplemental Information Sheet' is required for each employer.

Name: _____		
Last name	First Name	Middle Initial
Name of employer:		Occupation:
Address of employer (include mailing and physical address):		
Driving hours requirements		
Please indicate the earliest time you leave home and the latest time that you would arrive home on each day.		
		<input type="checkbox"/> NA – Shift work – see next page
Day	Earliest	Latest
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Driving requirement		II – Ignition Interlock Device*
Please indicate which of the following apply to you:		
<input type="checkbox"/> Driving to/from home to work	<input type="checkbox"/> Company vehicle(s) have a logo	
<input type="checkbox"/> Driving in the course of employment	<input type="checkbox"/> II* can be installed in the Company vehicle	
<input type="checkbox"/> Only drives company vehicles at work	<input type="checkbox"/> Request for II exemption in work vehicle **	
<input type="checkbox"/> Able to take company vehicle home	<input type="checkbox"/> 24 hours a day / 7 days a week	

Please provide any additional information including:

- What other alternatives do you have for transportation? Why don't these alternatives work for you?
- If you checked N/A in hours required, describe the shift rotation schedule and hours you need to drive.
- If you indicated the need for 24 hours a day/7 days a week, please provide additional and detailed information on why this request is absolutely necessary.

You must include the following with a request for work:

- A letter from your employer confirming your standard working days of the week and the specific hours that you work (see the guideline for examples)
- If you are self-employed or own your company please see the guidelines for the documents that will be required.

** If you have requested an II exemption for work purposes – you must complete the “*Request for Ignition Interlock Exemption*” form