

Three Steps for Adding Riders and/or Pets

1. Get Documents Ready

- For Adult Rider: Clear photo of rider's driver's license or federal/state issued photo ID.
- For Minor Rider (age 10-17):
 - Clear photo of rider's driver's license, state issued ID, or school ID card, and
 - Clear photo of the rider's birth certificate or legal documentation proving guardianship
- For Pets: Veterinarian-issued shot record(s).

2. Access the Online Form(s)

Depending on driver classification (company driver or independent contractor) and kind of rider they want to bring on board (adult rider, minor rider or pet), the forms are available in three different places:

- U.S. Xpressway (the driver intranet) in "My Perks". Click "Programs and Policies" to find rider and pet forms,
- In the Xpress Mobile app under "Documents", or
- In an email from the HR Service Center.

3. Fill Out the Online Form(s)

Once all required fields on the form(s) are completed, including electronic signatures, the forms will be automatically submitted to the HR Service Center for review and approval.

By the end of the next business day, drivers should hear back from the HR Service Center that forms have either been approved or need more information. Upon approval, HR will send an email with a PDF copy of the completed forms to be saved electronically or printed out and kept on the truck.

Once approved, the associated fees for pets and riders will be deducted from the driver's weekly paycheck.

Please give your drivers the good news and let them know where to find the forms and how easy it is to add a rider with the new electronic forms. If you have any questions about the new Rider and Pet Forms, please reach out to the HR Service Center.