

**Notice of New Hire or Rehire for Show**

**Sony Pictures Studios  
TRANSPORTATION  
FAX 310/244-7995**

**Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

To: \_\_\_\_\_

Show name: \_\_\_\_\_

**URGENT:** This fax contains information regarding time sensitive federally mandated documents. Please expedite to the addressee.

Employee Name: \_\_\_\_\_

The above-mentioned driver has been hired for your show per your request. The driver has been informed that he/she must have the following documentation when they report for work. Collect the documents, confirm the document's accuracy and fax them to this office (310/244-7995). If the office does not have the required documents by the end of this business day, the driver must be replaced

- Commercial Driver's License
- Current Medical Card
- Current Medical Long Form (Page 2 only)
- Available Hours Form
- Master Deal Memo Needed (Do not enter show or date)
- M.D.M.** on File (Not Needed)
- Current DMV Printout (Less than 30 days old)
- CSATF Drug Test Release
- Application for Employment (Driver Qualification Pack)
- Consumer Report Disclosure & Release
- Annual Driver Review
- CSATF Verified
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Thank you.

SPS Official \_\_\_\_\_