WEST ATLANTIC TRANSPORTATION Driver Application Instructions – version 1.1 – 11/13/2017

You can now submit your Driver Application online from our website OR by downloading, print and mail.

In either case, applicants may scan and attach your **CDL, Medical card and SSN** (front and back where applicable) to West Atlantic Transportation to process the application via US Mail, Fax or E Mail.

The mailing address for mailing any Driver Application information is:

> West Atlantic Transportation Corp.
>
> ATTN: Safety Director
>
> PO Box 167
>
> Charlotte NC 28025

The Fax Number is 704 784-3723. The e mail address is tlowder@westatlantic.com.

ONLINE APPLICATION PROCESSING

1. You must have Adobe Acrobat Reader DC on your machine. A FREE download is available from the link on our driver application page. You will need to verify the Operating system on your machine and your preferred language. When selecting a version, please select the "Reader DC" version. Also, DO NOT select any optional offers from this page. Press "Download Now" and follow prompts to install.
2. Download "Digital App" from our driver application page to your PC.
3. Open Adobe Acrobat Reader DC from your PC and open the "Digital App" file that you downloaded.
4. You can now tab through the fields and enter your data on the form.
5. **NOTE about Signature fields:** We are using Adobe Digital ID encryption for your signature. On the initial signature field, you will be asked to create a digital ID file and you will be asked to save the file after applying your signature. For future uses of your signature, you get a prompt to use the digital ID file that you initially created. After each time you apply your digital signature, you will be prompted to save your PDF file. You can use the same file to save your application and overwrite the existing document. Upon completion, all data entered will be saved in one file.
6. Upon completion, click on "Send digital file to West Atlantic" link from the driver application page. This will open an email with the proper destination email address. Attach your completed file and press send.

MANUAL APPLICATION PROCESSING

1. Download the manual Driver application.
2. Upon completion, submit documentation to address or fax number stated above.