

Transportation Recertification Packets

(Excerpt from System General Notice No. 16, dtd December 21, 2011)

In 2011 employees due recertification (Engineers, RCO, Hostler) will no longer receive recertification packets in the mail. Certified employees will be notified via the TSS tie up screen of upcoming recertification requirements. These requirements must be completed at least two weeks before license expiration to allow for processing time. Recertification requirements include hearing, vision exam and motor vehicle forms.

Hearing and Vision Examinations -----

Contact LHI (Logistics Health Inc.) at 888-634-1121 to schedule a hearing and vision exam. You will not need to complete paperwork for your exams. LHI will submit your information to the scheduled clinic. If you need to cancel your appointment contact LHI at 888-634-1121 to reschedule.

Motor Vehicle Forms -----

Federal and state motor vehicle forms can be obtained from your Road Foreman or online (BNSF intranet Employee Tools bnsfweb.bnsf.com/employee_tools.html, Corporate Forms, Engineer Certification, and then print the Federal Motor Vehicle Record and State Motor Vehicle Record). You must provide driver's license information for the past five years. It is the employee's responsibility to have these forms notarized and cover any associated costs. Both of these forms must be filled out, notarized and returned to:

BNSF Technical Training Center
Engineer Certification
12345 College Blvd, Box 16
Overland Park, KS 66210-1299

Fees associated with having these forms notarized will not be reimbursed. If you have a WA driver's license you will be responsible for obtaining your driver's abstract from Washington state. Fees associated with obtaining the abstract will not be reimbursed.

If you have any questions concerning any of the requirements for recertification, please contact Engineer Certification at one of the following company telephone numbers:

913-319-2658, 913-319-3920, 913-319-3945, 913-319-2779

Note: Motor Vehicle forms are no longer available for printing via General Notices due to issues with dot matrix printers. Employees may access these forms from a home computer via the BNSF employee website.