

INDEPENDENT CONTRACTOR / SUBCONTRACTOR CREDENTIALING REQUEST

YESU NEMT LLC Transportation Service

PO Box 8511

Emeryville, CA 94662

Phone: **(510) 833-9378**

Email: info@yesunemt.com

NOTICE TO APPLICANT

Thank you for your interest in providing transportation services as an Independent Contractor/Subcontractor for **YESU NEMT LLC Transportation Service** ("Company").

Please be advised that submission of the requested documentation, participation in the credentialing process, or approval as a transportation provider does not create an employment relationship between you and YESU NEMT LLC Transportation Service. Any relationship between the parties shall be governed exclusively by a written Independent Contractor Agreement or Subcontractor Agreement, if executed by both parties.

As part of the Company's due diligence, compliance, credentialing, and risk management requirements, all prospective Independent Contractors/Subcontractors must provide the documentation listed below for review and approval prior to performing any services on behalf of the Company.

DOCUMENT SUBMISSION INSTRUCTIONS

Please submit **all required documentation in a single email to:**

info@yesunemt.com

Email Subject Line

Credentialing – [Company Name]

Example:

Credentialing – ABC Transportation LLC

Incomplete submissions may delay the credentialing review process.

DOCUMENT NAMING REQUIREMENTS

To help us process your credentialing application efficiently, **all submitted documents and photographs must be titled exactly as requested. Please do not use abbreviations, custom file names, company-specific naming conventions, or alternative titles.**

Example: If we request a document titled "**Driver's License**," the file must be named exactly "**Driver's License**" and not "DL," "License," "John Smith Driver License," or any other variation.

Properly labeling all documents and photographs as requested will help YESU NEMT LLC Transportation Service review and process your credentialing application more quickly and efficiently. Improperly named files may delay the credentialing review process.

REQUIRED DOCUMENTATION

The following documents must be submitted and maintained in current and valid status at all times:

1. Valid Driver's License
2. Current Vehicle Registration
3. Proof of Personal Vehicle Insurance (Non-Commercial)
4. Proof of Commercial Automobile Insurance (**if applicable**)
5. General Liability Insurance Certificate (**if applicable**)
6. Certificate of Insurance (COI) (**if applicable**) listing the following as the Certificate Holder and Additional Insured (**if applicable**):

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7. Workers' Compensation Insurance Certificate (**if required by law or if the contractor employs personnel**)
8. Vehicle Inspection Report and/or Safety Inspection Certification
9. WAV (Wheelchair Accessible Vehicle) Certification or Documentation (**if applicable**)
10. Copies of all applicable certifications, licenses, and training records, including but not limited to:
 - CPR and First Aid Certification
 - ADA Training Certification
 - HIPAA Training or Acknowledgment
 - Defensive Driving Certification (**if applicable**)

- Any transportation-related permits, licenses, certifications, or approvals required by federal, state, or local law

Insurance Requirements

Insurance policies must remain active throughout the duration of the business relationship. The Contractor shall immediately notify YESU NEMT LLC Transportation Service of any cancellation, non-renewal, lapse, suspension, reduction, or material change in coverage.

Where applicable, contractors shall maintain:

- Personal Vehicle Insurance (Non-Commercial)
- Commercial Automobile Insurance
- General Liability Insurance
- Workers' Compensation Insurance

with coverage limits sufficient to comply with applicable laws, regulations, and contractual obligations.

REQUIRED VEHICLE PHOTOGRAPHS

Please provide clear and current photographs of the vehicle(s) intended for use in providing transportation services, including:

1. Front Exterior View
2. Rear Exterior View
3. Driver-Side Exterior View
4. Passenger-Side Exterior View
5. Interior Passenger Area
6. Driver Area / Dashboard
7. Wheelchair Lift or Ramp (**if applicable**)
8. Wheelchair Securement Area (**if applicable**)

ADDITIONAL REQUIREMENTS

The Company reserves the right to request additional documentation, conduct inspections, verify credentials, perform background reviews, conduct DMV record checks, verify insurance coverage, inspect vehicles, and confirm compliance with all applicable federal, state, and local laws and regulations.

Failure to provide complete, accurate, and current documentation may result in denial, suspension, or termination of participation in the Company's transportation network.

The Company may require periodic updates of documentation, inspections, certifications, photographs, and insurance records to maintain approved provider status.

NO EMPLOYMENT RELATIONSHIP

Nothing contained in this request, the credentialing process, or any future agreement shall be construed as creating an employer-employee relationship. Approved providers shall operate as independent businesses and shall be solely responsible for all taxes, licenses, permits, insurance, wages, benefits, workers' compensation obligations, vehicle expenses, fuel expenses, maintenance costs, and any other expenses associated with their business operations.

Submission of documentation does not guarantee approval, assignment of trips, minimum trip volume, compensation, exclusivity, or continuation of any business relationship.

YESU NEMT LLC Transportation Service reserves the right to approve, deny, suspend, terminate, or revoke participation of any Independent Contractor/Subcontractor at its sole discretion, with or without cause, subject to any applicable written agreement.

CERTIFICATION

By submitting the requested documentation, the applicant certifies that all information provided is true, complete, and accurate to the best of their knowledge. The applicant further acknowledges that any false, misleading, incomplete, or fraudulent information may result in immediate denial or termination of participation in the Company's transportation network.

ACKNOWLEDGMENT

Receipt of this credentialing request and submission of documentation shall not be construed as an offer of employment, a guarantee of work, a guarantee of trip assignments, or the creation of any contractual relationship unless and until a separate written Independent Contractor Agreement or Subcontractor Agreement has been executed by both parties.

Sincerely,

YESU NEMT LLC Transportation Service

Credentialing & Compliance Department

PO Box 8511

Emeryville, CA 94662

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Email: info@yesunemt.com