



Dogwatch Security and Traffic Control, LLC  
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## INSTRUCTIONS FOR MANDATORY DOCUMENTS, NHI CERTIFICATE, AND TIMESHEET SUBMISSIONS

Prior to employment with **Dogwatch Security and Traffic Control, LLC**, the following **DOCUMENTS MUST BE COMPLETED AND SUBMITTED:**

1. Copy of Credentials
2. Copy of NHI Certificate
3. **Signed** W9 Form
4. **Signed** Zero Tolerance Form
5. **Signed** Hold Harmless Agreement Form
6. Completed Independent Contractor Information Form
7. Initialed Payment Processing Form

### How to Log on and take National Highway Institute Certification Course:

1. At Google search bar type in National Highway Institute
2. Create a Login
3. Go to Course Search and type in: **FHWA-NHI-133119**
4. Add that Course to Cart
5. Complete the Course
6. At the very end of the course you will receive a **Certificate**
7. **EMAIL** the Certificate to: **dogwatch.sec@gmail.com**

### How to Download and Use CamScanner App to Submit Timesheets for Payment:

1. On **YOUR** cellphone go to the "Play Store"
2. Type in "**CamScanner**" in the search bar
3. The Icon "**CS**" in **black/green/white** will appear (Phone PDF Creator)
4. Select this Application and download it to your phone
5. At the end of each shift, the Contractor/TXDOT will provide you with a timesheet
6. **FILL IN ALL INFORMATION**
7. Make sure **YOU**, the **CONTRACTOR**, and the **TXDOT INSPECTOR** have **SIGNED** the form
8. Open **CamScanner** and select the **CAMERA** icon
9. Take a picture of the **TOP** (White) copy of the TXDOT form
10. **REVIEW** the picture for **CLARITY** and select the "forward" icon (it's an arrow icon)
11. **EMAIL** the PDF version of the picture to: **dogwatch.sec@gmail.com**
12. **FAILURE TO SUBMIT YOUR TIMESHEET COULD RESULT IN YOUR CHECK BEING DELAYED.**

**REQUIRED ITEMS IN ORDER TO WORK TRAFFIC CONTROL PER TxDOT:**

1. **MUST** have a **RELIABLE** vehicle
2. **MUST** have **RED / BLUE** Emergency Lights in Good Working Condition
3. Lights **MUST** be **VISIBLE** from a **MILE AWAY** (Most LED's fall into this category)
4. **MUST** have your traffic vest and traffic wand on hand if needed
5. **MUST** have magnets titled "**Police**", "**Sheriff**", and/or "**Constable**" (Both sides of vehicle and the rear)
6. **TXDOT and the Contractors reserve the right to dismiss you from the jobsite if they deem it necessary for safety reasons**

Prepared by Dogwatch Security and Traffic Control, LLC (2018)