

## Independent Contractor Application

Keener Adventures LLC

This application is for independent contractor positions with Keener Adventures LLC, including but not limited to: Service Staff, Captains, Deckhands, and Crew Members.

**This document, along with supporting materials, can be submitted via our online application form at <https://keeneradventures.com/forms>**

### Applicant Information

Full Legal Name	_____
Preferred Name	_____
Phone Number	_____
Email Address	_____
Home Address	_____
City, State, ZIP	_____
Date of Birth	_____
Are you legally authorized to work in the U.S.? (Yes / No)	_____
Position(s) Applying For	_____
Available Start Date	_____

### Position-Specific Qualifications

Check all that apply and provide details where applicable:

- Service Staff (Hospitality / Guest Services)
- Shoreside Assistance Service (Cleaning, Passenger Services, Call Center, Etc.)
- Activity Coordinator/Director
- Deckhand
- Captain/Master
- Crew Member

Relevant Experience (Years / Description)	_____
Maritime Experience (if applicable)	_____
Customer Service Experience	_____
Certifications / Licenses Held (CPR, First Aid, MMC, etc.)	_____
TWIC Card (Yes / No / In Process)	_____
Driver License Number & State (if applicable)	_____

### Availability

Please indicate your general availability. Scheduling is based on operational needs. All options are on a contract basis, and offers can be rejected by you without any reason.

- Weekdays (Monday – Thursday)
- Weekends (Friday – Sunday)
- Holidays (Christmas, Halloween, Thanksgiving, Etc.)
- Day Shifts
- Evening Shifts
- On-Call / As Needed

### MMC Credentials Information (If you have one)

MMC Reference Number	
Issue Date (MM/DD/YYYY)	
Expiration Date (MM/DD/YYYY)	
License Tonnage (e.g., 6-pak, 25 ton Near Coast, 25 ton Inland, etc.)	

Please note that we will complete a verification check using the United States Coast Guard credential verification system. This is separate from the Background and Drug Test system (Checkr) that we use.

### Emergency Contact

Name	
Relationship	
Phone Number	

### Independent Contractor Acknowledgement

I understand that if engaged, I will be retained as an independent contractor and not as an employee of Keener Adventures LLC. I acknowledge that I am responsible for my own taxes, insurance, certifications, and compliance with applicable laws and regulations. I understand that this application does not guarantee work or ongoing assignments and that I may accept or reject jobs at any time with no reason to give to Keener Adventures LLC.

Applicant Signature	
Printed Name	
Date	

## **\*\*Appendix B**

Maritime Credentialing, Safety & Compliance Requirements\*\*  
(Passenger-Carrying Vessel Operations – California)

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### **1. Background & Purpose**

Keener Adventures LLC conducts **passenger-carrying maritime operations** that involve direct public interaction, vessel navigation, emergency response, and access to secured maritime facilities. These activities present heightened safety, security, and regulatory considerations under **federal maritime law, U.S. Coast Guard regulations, insurance underwriting standards**, and applicable **state and local law**.

Accordingly, Keener Adventures LLC has established credentialing, screening, testing, training, and confidentiality requirements for independent contractors to ensure:

- Passenger, crew, and public safety
- Compliance with U.S. Coast Guard and maritime safety regulations
- Protection of confidential passenger and operational information
- Lawful, fair, and non-discriminatory screening practices
- Risk management consistent with passenger-for-hire vessel operations

These requirements are conditions of eligibility to contract for services and are **not intended to create an employment relationship**.

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### **2. Scope of Requirements**

Subject to applicable law and operational necessity, requirements under this Appendix may include:

- Criminal background screening
- Drug and alcohol testing
- Safety and operational training
- Credential, license, and identity verification
- Confidentiality and non-disclosure obligations

All requirements are applied only to the extent they are **job-related, consistent with business necessity**, and compliant with **federal, state, and local law**, including laws governing independent contractors.

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### 3. Regulatory & Safety Basis

Passenger-carrying vessel operations are governed by overlapping regulatory frameworks, including:

- **Federal maritime law and U.S. Coast Guard regulations**
- **Maritime insurance safety and underwriting requirements**
- **Port, marina, and terminal security rules**
- **California and local laws** regulating background checks, drug testing, and consumer reporting

Where requirements differ, **federal maritime safety and security obligations control to the extent permitted by law.**

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### 4. California & San Diego County Background Screening Compliance

#### 4.1 Applicable Law

Background screening in California is governed by, including but not limited to:

- California Fair Chance Act (Government Code §12952)
- California Investigative Consumer Reporting Agencies Act (ICRAA)
- Federal Fair Credit Reporting Act (FCRA)

Keener Adventures LLC complies with these laws as they apply to **independent contractors** performing safety-sensitive, passenger-facing maritime services.

#### 4.2 Fair Chance Act Compliance

- No inquiry into criminal conviction history is made prior to a **conditional offer of contracting for services**, unless legally exempt.
- After a conditional offer, any criminal history information is evaluated through an **individualized assessment**, considering:
  - Nature and gravity of the offense
  - Time elapsed since conduct or completion of sentence
  - Relevance to passenger safety, vessel operation, emergency response, or maritime security
- No adverse contracting decision is made unless the conviction is **directly related to the role** and consistent with legitimate safety and operational needs.

#### 4.3 San Diego County Local Ordinance Disclaimer

Keener Adventures LLC will comply with any **applicable San Diego County or municipal ordinances** governing background screening, provided such ordinances do not conflict with

**federal maritime law, U.S. Coast Guard regulations, port authority security rules, or insurance requirements** applicable to passenger-carrying vessel operations.

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## **\*\*5. Drug & Alcohol Testing Policy**

(Passenger-Carrying Vessel Operations)\*\*

### **5.1 Policy Purpose**

Due to the safety-sensitive nature of passenger-carrying maritime operations, Keener Adventures LLC enforces strict drug and alcohol compliance standards to protect passengers, crew, vessels, and maritime facilities.

### **5.2 Testing Circumstances**

Independent contractors may be subject to drug and/or alcohol testing where required by, or consistent with:

- U.S. Coast Guard regulations and federal maritime safety rules
- Maritime insurance underwriting requirements
- Post-incident or marine casualty investigations
- Reasonable cause based on observable conduct, appearance, speech, or behavior

### **5.3 Post-Incident & Reasonable Cause Testing**

Testing may be required following:

- Marine casualties or accidents
- Passenger or crew injuries
- Vessel damage or near-miss safety events
- Circumstances raising legitimate safety concerns

### **5.4 Refusal or Non-Compliance**

Refusal to submit to required testing, test tampering, or a positive test result inconsistent with applicable regulations may result in:

- Immediate removal from vessel operations
- Disqualification from contracting opportunities
- Termination of assignments or contracts

These requirements are imposed solely for **regulatory compliance, passenger safety, maritime security, and insurance obligations**.

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## **\*\*6. Zero-Tolerance Alcohol Policy**

(Passenger-Carrying Vessel Operations)\*\*

### **6.1 Policy Statement**

Keener Adventures LLC maintains a **zero-tolerance policy for alcohol consumption** for independent contractors while engaged in, reporting for, or reasonably expected to perform services related to **passenger-carrying vessel operations**.

### **6.2 Prohibited Conduct**

Independent contractors shall not:

- Consume alcohol while aboard a vessel or maritime facility during operations
- Report for duty or perform services under the influence of alcohol
- Possess open containers of alcohol while assigned to passenger-carrying operations

This policy applies regardless of whether the vessel is underway, moored, or preparing for passenger service.

### **6.3 Enforcement**

Violation of this policy may result in immediate removal from operations, contract termination, and disqualification from future assignments.

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## **\*\*7. Safety Training Requirements**

(Passenger-Carrying Vessel Operations)\*\*

### **7.1 Training Purpose**

To support safe operations and passenger protection, independent contractors may be required to complete **role-appropriate safety training** prior to assignment and periodically thereafter.

### **7.2 Required Training Areas**

Training may include, as applicable:

- Passenger safety and crowd management
- Emergency procedures (fire, flooding, man-overboard, evacuation)
- Location and use of lifesaving and emergency equipment
- Vessel-specific safety orientations and briefings
- Incident reporting and marine casualty response

### 7.3 Documentation & Compliance

Contractors may be required to certify completion of training, participate in drills or briefings, and maintain current credentials. Failure to comply may result in removal from passenger-carrying operations.

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## 8. Confidentiality & Non-Disclosure Obligations

### 8.1 Confidential Information

Contractors may have access to confidential or sensitive information, including:

- Passenger personal information
- Vessel schedules, routes, and operational details
- Safety plans and emergency procedures
- Business operations and internal communications

### 8.2 Confidentiality Duties

Contractors agree to maintain strict confidentiality, use information solely for authorized purposes, and not disclose or misuse such information without written authorization.

### 8.3 Survival

Confidentiality obligations survive the completion or termination of any engagement.

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## 9. Independent Contractor Status

All requirements in this Appendix are imposed solely for **regulatory compliance, passenger safety, and risk management**. Nothing herein creates or implies an employment, partnership, or joint-venture relationship.

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## 10. Acknowledgment

I acknowledge that I am applying to provide services involving **passenger-carrying maritime operations**. I understand that compliance with **background screening, drug and alcohol testing, zero-tolerance alcohol policy, safety training, and confidentiality requirements** is a condition of contracting for services with Keener Adventures LLC.

**Applicant Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Additional Documents

Included with this application must be attached the following documentation as well:

- Signed and filled out the completed [Form W-9 PDF](#) from the IRS. This will be included with your contract onboarding in our Square Payroll System
- Valid and Current Driver's License or State ID Photos/documents. Must be clearly visible.
- Copy of your CPR and First Aid Certification, if applicable
- [Transportation Worker Identification Card](#) or Receipt of Application

For Captains/Deck Crew:

- Valid and in date Merchant Mariner Credential (Both the Front Page with your photo and Reference number, and the Second page with restrictions and tonnage)
- Photo of your valid and in-date medical certificate
- Any documented Sea Time or Maritime Resume, if you have one ready, is not required, but it will help for larger operations.

All supporting documents can be uploaded and submitted along with this application via the form located at <https://keeneradventures.com/forms>

**Internal Use Only (Keener Adventures LLC)**

Application Received Date	
Position Approved For	
Certifications Verified	
Background Check Completed (if applicable)	
Approved By	
Contract/Partner ID Number	