

Driver Hiring Checklist

Driver Qualification File

Complete	N/A	Date	Documentation
			Driver-specific application for employment
			Motor vehicle record(s) (MVR)*
			Road test/certificate conducted by our carrier, or
			Photocopy of a CDL accepted in lieu of road test, or
			Road test certificate less than 3 years old accepted in lieu of road test
			Background investigation (Safety Performance History)
			Medical examiner's certificate*
			Verification that medical examiner is listed on National Registry

*For CDL drivers, proof of current medical certification must be shown on the MVR, in which case a copy of the medical certificate is not required.

Drug and alcohol records (if subject)

Complete	N/A	Date	Documentation
			DOT pre-employment drug screen result received
			Documentation of pre-employment exception received from former employer(s)
			Driver issued educational materials and company policy
			Asked driver about positive DOT pre-employment tests over the past 2 years

Other Documentation

Complete	N/A	Date	Documentation
			Title:
			Title:
			Title:
			Title:

Notes: