

Driver File Checklist

Driver's Name _____ Date Hired _____

1. Application:
 - A. Company's current full name and address appears on application.....
 - B. Fully completed.....
 - C. Driver's license information on app. (may not hold more than 1 state license).....
 - D. Application is signed and dated.....
 - E. Addendum to Application.....
2. Road Test* (documented, signed, and dated).....
** Although a current CDL can be used in place of the road test, administering a road test is still highly recommended.*
3. Certificate of Road Test.....
4. References
 - A. All past employers for the previous three years.....
 - B. All DOT-regulated employers in the past three years for positive drug screen results, alcohol tests 0.04 or greater, or refusals to test.....
5. Motor Vehicle Record - (State)_____.....
6. Long Form Physical
 - A. Fully completed and signed.....
 - B. Blood pressure less than 140/90 (or may need further periodic tests).....
 - C. Urine negative for albumin and sugar (or may need further periodic tests).....
 - D. Examining physician's number, and expiration date shown.....
7. Copy of Medical Examiner's Certificate.....
8. License Information or copy of license
 - A. Check expiration date.....
 - B. Check classification.....
9. 7 Day Prior (Log Sheet).....
10. Pre-Employment Drug Test (results received before driver dispatched).....
11. Hazardous Materials Training (HM 126, HM 181) completed if applicable.....

EVERY 12 MONTHS AFTER HIRE, EACH DRIVER MUST COMPLETE THE LIST OF VIOLATIONS AND THE CARRIER MUST COMPLETE THE ANNUAL REVIEW.