



## Driver Employment Checklist

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

- Application (10 year work history must be noted, check for signature)
- MVR Consent Form
- Current MVR (Must be within last 30 days before hire, done by HR)
- Previous Employment Check Form
- Previous Employment Check (Past 3 years, done by HR)
- Pre-Employment Urinalysis Form
- Split Sample Form
- Pre-Employment Drug Screen Results
- I-9 Form
- Copy of CDL (Class A, endorsement) (MUST BE LEGIBLE)
- Copy of SS Card (MUST BE LEGIBLE)
- Copy of current DOT Physical card (MUST BE LEGIBLE)
- Road Test
- Road Test Certificate
- Certificate of Violations/Annual Review
- Hours of Service certification
- Receipt Sheet from Substance Abuse Policy
- Post-Accident Drug Screen Release
- Rights Page
- PSP & Drug and Alcohol Clearinghouse Release Forms
- National Registry Verification Form

### Personnel File Forms

- Federal W-4
- State Tax Form (not required in SC, TN or FL)
- Direct deposit form with voided check/deposit slip
- Receipt for copy of DOT Regulations
- Job Description
- Receipt for copy of Personnel/Procedures Manuals or Copy of FMCSR's
- Vacation Pay Status Form

Employee No.: \_\_\_\_\_

Terminal No.: \_\_\_\_\_

Hire Date: \_\_\_\_\_