

(ADD YOUR COMPANY LOGO OR NAME HERE)

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## PRE-HIRING DRIVER CHECKLIST

**DRIVER NAME:** \_\_\_\_\_

**DRIVER PHONE NUMBER:** \_\_\_\_\_

- INTERVIEW
- MAKE COPIES OF DRIVERS LICENSE, DOT PHYSICAL CARD AND SS CARD
- COLLECT CONSENT FORMS
- CHECK THE MVR WITH INSURANCE
- DO A BACKGROUND CHECK
- DO A PSP CHECK
- DO A CLEARINGHOUSE CHECK
- GATHER FILLED DOCUMENTS
- MAKE COPIES OF THE CONTRACT AND HANDBOOK
- MAKE A DRIVER QUALIFICATION FOLDER
- SEND THE DRIVER TO PERFORM A DRUG TEST
- CHECK THE REFERENCES
- IF NOT HIRED ARCHIVE THE DQ FOLDER

### IF HIRED

- ADD THE DQ FOLDER TO DQ FILE CABINET
- GIVE DRIVER FUEL CARD AND EFS CHECKS
- GIVE DRIVER HIS FOLDER
- GO OVER COMPANY RULES, HOURS OF SERVICE, COMPLIANCE, SAFETY

NOTES: \_\_\_\_\_  
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