



DRIVER SCREENING & HIRING PROCEDURE CHECKLIST

SECTION 1: INTERVIEW AND EVALUATION

The applicant will submit copies of the following at the time of interview:

- Driver & CVOR Abstract within 30 days
- Copy of Driver License, Passport
- Criminal Record Search & Fast Card
- Prior Employer A&D Testing Forms/Results
- Medical Long Form or Medical Waivers
- Copy of Other Certificates

The interview will include a discussion of:

- Driving Experience & Areas Travelled
- Equipment Operated
- Commodities Hauled
- Accidents
- Citations/Abstract/Criminal Record Search
- Border Crossing Experience
- Load Securement
- Other Experience
- Prior A&D Testing Results
- Medical Information/Clarification
- Expectations of Company
- Expectations of Applicant
- Methods and Rate of Renumeration
- Contract for Independent Operators
- Other Benefits Available
- CTPAT / FAST / PIP / CSA

COMMENTS

The applicant will only continue with the hiring process after Section 1 has been completed and it is determined that the applicant has sufficient experience to perform the duties of a truck driver. The applicant may, however, be placed on probation if the applicant lacks the necessary experience in performing the duties of a truck driver.

Interviewed by: _____ Date: _____

SECTION 2: VERIFICATION

- Application Package
- Drivers License - VERIFY ADDRESS
- Abstract - no more than 4 points on record or put on probation
- Prior Employer Consent (Safety Performance) (30 days)
- Prior Employer Consent (A&D Testing) (14 days)
- Medical long form (review for physical disqualifications)
- Certificate of Violation w/ Annual Review
- Entry Level Driver - if less than 3 years experience must be trained and issued a certificate
- Road Test & Certificate

SECTION 3: PREPARATORY

- D/L Check Authorization
- O/O Driver Consent Form signed
- Driver Data Sheet Completed
- Copy of Prior 15 days logs
- Off Duty Form Completed
- Equipment Check List (O/O Only)
 - Proof of Heavy Vehicle Tax Payment (form 2200)
 - Copy of Business Registration or Article of Incorporation (if applicable)
 - Proof of WSIB filing or Exemption Form or Alternative Coverage
 - Copy of Buy-Down Policy w/certificate of insurance
 - Benefit Form Issued
 - Garage Authorization Issued

Only when sections 1,2&3 are complete and both interviewer and applicant agree that the job and applicant are appropriate are sections 4,5&6 completed. Pre-employment alcohol and drug testing will also be arranged at this point if driver is not exempt from testing. The applicant may not perform a safety sensitive function until all test results are returned as NEGATIVE.

SECTION 4: PROCEDURES

Determine Start Date: _____

- Review of the Procedural Manual
- Review of Alcohol & Drug Testing Policy
- Written Exam Completed

SECTION 5: COMPLETE QUALIFICATION FILE

Create an active Driver & Alcohol/Drug Testing qualification file by ensuring that all forms are in the file and complete:

- New Hire Record
- Application Package
- Alcohol & Drug Test Forms & Results
- Written Test
- Receipt and Signature in receiving the following manuals
 - FMCSR
 - ALCOHOL AND DRUG TESTING POLICY
 - PROCEDURE MANUAL
- Independent Operator Contract

I have read, understood and will abide by the JAKAIT EXPRESS INC. procedure and policy manual.

Driver Name: _____

Driver Signature: _____

Date: _____