



DOT New Hire Driver / DOT Subject Mechanic Qualification File Control Sheet

Instructions: Forward completed DOT files (all documents and this control sheet) to Corporate Safety as soon as possible, but no later than 30 days from the employee's date of hire. Check each box to indicate that the section has been completed. Carefully audit the DOT file before sending to make certain that all applicable documents are completed. **Please do not include documents that are not listed below.**

Driver Name: _____ **Division:** _____

This file audited by: _____ **Date file submitted:** _____

(Mgt. Review Required)

- Copy of application** (Carefully review to ensure that all sections are completed, signed and dated.)
- Road Test** (You may waive the road test on start-ups only where the customer's pre-existing drivers were already satisfactorily road tested. In such cases, include a copy of the customer's road test or certificate. This exception does not apply to doubles and triples drivers.)
- Copy of CDL** (Current license with necessary endorsements from state where driver is domiciled. Please make sure that the copy of the CDL is legible. Enlarge if possible.)
- MVR - 3 yr. Check of Driving Record** (Request MVRs from the Risk Management Dept. at the time of application.)
- Initial Certification of Review of Driving Record** (Compare the MVR to the driver's list of collisions and violations in the application. Check for discrepancies and any DOT disqualifications; then complete the "Initial Certification of Review of Driving Record" on the bottom of application page 3. The driver must meet Transervice's selection criteria for experience, accident & violation history.)
- Prior Employer Background Checks -3 yr. check of employment history and prior employer drug/alcohol history required by DOT.** (Process ASAP, but no later than 14 days from date of hire. Use the Transervice "Fax Request for DOT Required Information from Previous Employer" form.) Note: Due diligence is required by DOT. It is imperative that information be obtained from all employers within the past 3 years. (If prior employer information is not available, the efforts that you made to obtain this information must be documented in writing and submitted with the DOT file. Include the name/title of persons spoken to and the dates of your follow up phone calls – sign/date.)
- Medical Exam Certificate (Legible copy of medical card showing expiration date.)**
- Driver's Statement of On-Duty Hours & Receipt of FMCSR Pocket Book.** (This is a combination form. The driver must complete this form on day of initial dispatch to account for his/her hours worked in the preceding 7 days and to document receipt of a FMCSR Pocket Book.)

Initial Training – (Administer all applicable programs below.)

- FMCSR Pocket Book** (Ask driver to review and sign/date receipt. Discuss part 395 - hours-of-service and record-of-duty status procedures.)
- Defensive Driving & Personal Safety Evaluation.** (All drivers complete the Defensive Driving and Personal Safety evaluations on pages 4 of the "New Hire Orientation – Defensive Driving & Personal Safety" electronic file.
- Written and Practical Pallet Jack Evaluations.** (Drivers who will operate electric pallet jacks must complete the written and practical evaluations on page 3 of the "New Hire Orientation – Pallet Jacks" electronic file.)
- Hazmat quiz and receipt.** (Hazmat drivers complete the J.J. Keller Hazmat program and quiz that is located at the back of the JJ Keller program booklet entitled "Hazmat Transportation – What Drivers Need To Know". Also complete and submit the "Driver Receipt" from the front of the booklet.)
- Driver Safety Orientation** – (1) Fleet Safety Rules & Policies, (2) Vehicle Inspection, and (3) Accident Procedures. **These forms must read, signed and dated by all drivers.**

Special training requirements apply to drivers and mechanics who operate Forklift trucks, Doubles/Triples, Tankers and Cryogenics. Contact Corporate Safety to arrange training.

Mechanics must complete the Transervice OSHA training series – (1) Safety Rule Evaluation, (2) Hazard Communication, (3) Lockout/Tagout, and (4) PPE (Personal Protective Equipment).