

Commercial Auto Driver Selection Guidelines

Since the quality of your drivers affects the entire fleet operation, the safety of others on the road and your company's good reputation, it is imperative that a company establishes a driver selection program to hire the best, most qualified drivers. The following guidelines are designed to help you to devise a hiring process to yield the most positive results.

Yes	No	N/A	Before the Hiring Process Begins
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish realistic driver qualifications and criteria that each driver must possess.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outline a written job description including the essential job functions of the position, experience and level of skills needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outline the physical and mental attributes necessary to perform tasks safely (Example: vision, hearing, substance abuse and health record).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe requirements necessary for the position such as education level, past training, driving experience and skill level.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine the abilities that the driver must possess, such as: avoiding accidents, following traffic rules, vehicle care, meeting schedules, getting along with coworkers and adapting to new situations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine which, if any, violations drivers have had in the past that will not be accepted by your company (Example: driving under the influence of drugs and/or alcohol, hit and run, reckless driving, careless driving, failure to obey traffic laws and speeding).

Yes	No	N/A	Driver Selection Process
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recruit well-qualified applicants by highlighting minimum requirements in advertisements. Also look internally to upgrade present employees, take referrals and industry contacts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Once candidates have been recruited, have them fill out job applications to obtain personal information, references and information about past experiences.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check the validity of the candidates' drivers' licenses to make sure they are valid, current and the correct type for the position. Photocopy this information for their personal file.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conduct face-to-face interviews with potential employees. Inquire about gaps in employment and fleet safety awards earned with respect to the amount of time the candidates have worked in their positions. Inquire about accidents and violations within the last three years and compare this information to their motor vehicle records (MVR) once they are attained.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact potential employees' references, specifically the candidates' former supervisors. Check dates of employment, reasons for leaving, job duties, types of vehicles driven and job performances. Obtain written consent from the candidates before contacting their references.