**Driver Hiring Standards**

 **High Ground Shipping Inc**

At High Ground Shipping Inc , we take quality and safety seriously. All drivers, whether experienced or new, must meet specific requirements to operate company vehicles.

**General Requirements:**

* Drivers must be at least 23 years old.
* Drivers must have a clean, professional appearance.
* Applications must be complete and accurate.
* Truck drivers must have a Commercial Driver's License (CDL) in their state of residence within 30 days of being hired.
* Drivers must have experience driving vehicles with standard transmission.

**Hiring Requirements for CDL drivers:**

* Verify and make a copy of the driver's valid CDL.
* Obtain a completed and signed Application for Employment.
* Review the driver's driving record for the past three years.
* Obtain permission to check the driver's employment and drug/alcohol testing history.
* Ask the driver to consent to drug and alcohol testing.
* Make sure the driver has the necessary employment verification forms.
* Provide information about roadside inspection procedures.

**Paperwork for the driver's file:**

* Driving records for the past three years.
* Certification of passing a road test.
* Safety performance history.
* Medical certification.
* Proof that the medical examiner is on the national registry.
* Proof of passing a drug and alcohol test.
* Any documentation related to previous drug and alcohol testing.
* Other company-specific information and qualities about the driver.