

# Driver Hiring Standards

## HSD Trucking Inc

HSD Trucking Inc has a strong commitment to Quality and Safety. Existing drivers must meet both DOT and company requirements to continue to operate a vehicle on company business. New drivers must also meet these standards. Regardless of experience level and type of vehicle, all candidates must meet the requirements listed below

### General Requirements

- Be at least 23 years old or older
- Present a clean, professional appearance
- Applications must be complete and accurate
- Must have a CDL in the state of residence within 30 days of hire (truck drivers)
- Standard transmission experience where required

### Hiring Requirements of CDL drivers: -

- Personally view and obtain a legible photocopy of the driver's valid CDL
- Obtain an Application for Employment that has been dated, signed, and filled out by the driver
- Obtain and review the driver's Motor Vehicle Record (MVR) for all states in which the driver held an operator's license for three years preceding the date of application
- Obtain the Applicant's Release to Investigate Employment Record
- Obtain the Applicant's Release to Investigate Drug & Alcohol Test Results
- Obtain the Applicant's Consent for Drug and Alcohol Testing
- Investigate and review the driver's drug and alcohol testing history for two **(2)** years preceding the date of application
- Obtain the driver's Employment Eligibility Verification Form (I-9). It must be signed by the driver

Give the driver a general overview of roadside inspection procedures and obtain a Roadside Inspection Policy receipt

### **Paperwork for the DQ file**

- Motor vehicle records over the past 3 years
- Road test and certification
- Safety performance history
- Medical certification
- Proof that the medical examiner is on the national registry
- A negative drug and alcohol test
- Any documentation showing the previous drug and alcohol testing
- Other company-specific information that you want to know about their personality and other qualities