

*Stay Calm*  
*Stay Organized*

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## Compliant Posting

- Know your State laws.
- Discrimination statement.

## Screening Applicants

- Read the application.
- Review the application against the background checklist.
- Keep notes and document every discrepancy.

## Hiring Drivers

- I-9 - Keep in a separate folder/binder. Do not keep with qualifications or personnel folder.
- Within 30 days of hire, you must investigate, document, and retain all drivers' previous employment safety performance history for the three years immediately prior to the driver joining a new employer. At least three attempts need to be made.
- Conduct a full query.

## Checks & Balances

- Applicant's driving history
- MVR for at least 3 yr.
- DOT employment verification
- Accident history (49 CFR 390.5T)
- FMCSA drug and alcohol screen
- Full query in the Clearinghouse
- Check 10-year employment and residency. Go for Overkill.
- Satisfies both FMCSA and FTA
- I-9 Check

## Training Drivers

- Stay organized and document everything. Training is only as good as it was documented.
- 60 min. Drug and Alcohol Training.
- Review FMCSR Handbook.
- Company Policies.

## Maintaining Compliance

- Annually the Certificate of Violations is not required, but an MVR check still is.
- Must conduct a limited query annually. Any hits discovered requires a full query, with consent.

## Handouts

