# CDL applicant hiring process and file checklist FORM #

1. Phone interview or personal interview
   * Use phone interview- checklist CDL 1
   * Use hiring criteria CDL 2
   * Evaluation form CDL 3
2. Driver will be assigned to next CDL class
   * Trainer will use evaluation form at end of class on each trainee who attended

Trainee needs to fill out

* + - FOF form CDL 4
    - Distribute -CDL permit information CDL 5
    - MV-44 MV-44
    - Abstract release form MV-15gc
  + Trainee will be given a check and instructions to obtain permit
    1. *Coordinator should attend CDL class to ensure all attendees fill out required forms and we have phone #’s on them*

1. Once they have obtained CDL permit
   * Get a copy of permit
   * Start a file with checklist attached CDL 8
   * Pull abstract CDL 9
   * Have them take scheig test CDL 10
   * Have them go for a physical and drug test CDL 10
2. Once those steps are completed CDL 11
   * They should be hooked up with a trainer local to their area

The trainer should

* + - Track time spent with trainee on time form TR 1
    - Have a copy of permit in their possession before starting training
    - Fill out an evaluation form when done with training TR 2

1. During training period the following should be completed by CDL coordinator
   * A road test should be set up and entered in google CDL 12
   * Their references should be called CDL 13
   * Their physical and drug screen should arrive from partners
2. For the road test
   * A bus should be scheduled with dispatch for road test
   * Trainee should be reminded where to meet up with road test bus
   * Trainee should be reminded to bring dot card and license copy
   * An evaluation form should be filled out for road test CDL 3
3. After the road test
   * All papers from files , including 4 evaluations should be given into compliance officer for file review
   * If we have positions open, compliance officer will :
     1. print out driver paperwork and have trainee fill this out
     + set up appointment for fingerprinting
     + set up appointment for pre service class and PPT
     + send the person for a pre-hire drug screen at partners
     + get information to pull a PSP, and send out background safety letters to previous employers.
     + assign this person to a terminal and inform that terminal manager when they will arrive for VDRA
     + will send all p/r information to HR department
4. Once at the new terminal the following should happen
   * + a terminal managers orientation TMO 1
     + a veteran driver ride along containing the following information
       1. all information and handouts from VDRA script VDP 1