# 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