

# CHECKLIST | COMMERCIAL DRIVER SELECTION GUIDELINES

Presented by Robison & Co Ltd

Company Name:	Location:
Inspector Name:	Date:

Since the quality of your drivers affect the entire fleet operation, the safety of others on the road and your company's reputation, it's imperative to establish a driver selection programme to hire the most qualified drivers. These guidelines are designed to help you to devise a hiring process that offers the best results.

BEFORE THE HIRING PROCESS BEGINS	YES	NO	N/A
Establish realistic driver qualifications and criteria that each driver must possess.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outline a written job description including the essential job functions of the position, experience and level of skills needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outline the physical and mental attributes necessary to perform tasks safely, such as vision, hearing, substance abuse and health record.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe requirements necessary for the position such as education level, past training, driving experience and skill level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine the abilities that the driver must possess, such as: avoiding accidents, following traffic rules, vehicle care, meeting schedules, getting along with co-workers and adapting to new situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine which, if any, violations drivers have had in the past that will not be accepted by your company, such as driving under the influence of drugs and/or alcohol, hit and run, reckless driving, careless driving, failure to obey traffic laws and speeding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DRIVER SELECTION PROCESS	YES	NO	N/A
Recruit well-qualified applicants by highlighting minimum requirements in adverts. Also look internally to upgrade present employees, take referrals and industry contacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Once candidates have been recruited, have them complete a job application to obtain personal information, references and information about past experiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the validity of the candidates' driving entitlements to make sure they are valid, current and the correct type for the position. Photocopy this information for their personal file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct face-to-face interviews with potential employees. Enquire about gaps in employment and fleet safety awards earned with respect to the amount of time the candidates have worked in their positions. Enquire about accidents and violations within the last three years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, provincial or local standards. Consult your licenced commercial property and casualty representative at Robison & Co Ltd or legal counsel to address possible compliance requirements. © 2012, 2018 Zywave, Inc. All rights reserved*

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Contact potential employees' references, specifically the candidates' former supervisors. Check dates of employment, reasons for leaving, job duties, types of vehicles driven and job performances. Obtain written consent from the candidates before contacting their references.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtain a driving record from the Driver and Vehicle Licensing Agency. This will list their endorsements and disqualifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administer physical examinations to determine whether candidates are physically able to perform job tasks. Consult your Human Resources department regarding physical exam procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administer road tests to candidates to determine candidates' skills and proficiencies. Determine a route ahead of time that simulates the conditions drivers would find on the job. Use a checklist to guide the road test specifically highlighting the manoeuvres you would like to test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administer a written test on traffic regulations and driving knowledge. Gear questions towards actual job requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ONCE DRIVERS ARE HIRED	YES	NO	N/A
Drivers should remain on a probationary period when first hired for a period of time to allow the company to obtain any other necessary motor vehicle records and to observe drivers in action. Generally, 30 days is a sufficient amount of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review driver records annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>