



NORTH RISK PARTNERS™

How to Hire a Safe (and Compliant) Driver



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Advertisements

- Place in the geographical location that best fits the organization and potential drivers.
- The best media options for advertisements:
 - Television, Radio, Internet, Newspapers, Trucking Magazines, Billboards



Advertisements

Ads should highlight the most attractive parts of the position and the organization:

- List the areas that are regularly traveled. Disclose to the applicant if the position is local, and whether the shift is day or night.
- Inform potential drivers on the travel requirements. Emphasis should be placed on specific amount of days away from home. Also, make sure to indicate if the position requires any weekend work.



Advertisements

- Physical requirements should be listed, including the required weight limit to be lifted.
- Describe the equipment that will be used and if the driver will have an assigned truck. In some cases, a picture of equipment can be placed in the advertisement.
- Indicate what benefits are offered, such as insurance coverage, vacation, retirement or 401K. Drivers often want to see the yearly earned gross. List whether the pay is based on experience, hour, or per mile.



Recruiting

- In order to eliminate wasted time, list the qualification criteria for the position. State what the minimum verifiable experience is for the position. Make it known if the organization does not allow any serious moving violations or preventable accidents.

Ads should also state how the applicant can get in contact, such as by telephone, email, or website.



Recruiting

- If a driver calls to inquire about the position, give as much information as possible:
 - Clarify if the position requires being away from home or requires specific lifting limitations.
 - Indicate the necessary paperwork deadlines and payroll schedule. If possible, indicate the potential earnings.
 - Discuss what the expectations are for the organization's fleet safety program.



Recruiting

The application should include releases to be signed by the applicant so the verifications of employment, and drug and alcohol results can be completed.



Applications

- Once the application is received, verify that all releases have been signed and returned.
- Review the application and check to see that the applicant meets the qualifications. Look into any major violations, accidents, or unexplained gaps in employment history. Also, determine whether the applicant has enough driving experience.
- A state driving record should then be run on all applicants. If the driving record is satisfactory, employment verifications should be conducted. Remember that all organizational releases need to be completed before any inquiries are started.



Verifications of Employment

The Federal Motor Carrier Safety Administration (Part 382.413 and 391) requires that a carrier needs to verify the last 3 years of driving experience, along with drug and alcohol histories from past employers for each qualified candidate.



Verifications of Employment

- If an organization refuses to respond to a request for employee information:
 - Document the attempts and keep them in the driver qualification file.
 - The attempts can then be reported to the DOT for failure to respond.



Verifications of employment

Inquiry to Past Employer

Statement of Release:

Name: _____ Social Security #: _____

I hereby authorize _____ to release the following information to _____ to investigate and qualify me to drive and operate a commercial vehicle as required by the U.S. Department of Transportation and Federal Motor Carrier Safety Regulations Parts 382, 391, 392, 49 CFR Part 40.

Signature: _____ Date: _____

Employee Work History:

Employed from _____ to _____ as a _____

Did the employee drive a motor vehicle? Yes No

If yes, please indicate specific type(s) and time driven:
Tractor/Trailer _____ Straight Truck _____
Other (Please specify) _____

Special Equipment Used: _____

Was the employee a safe and efficient driver? Yes No

List all accidents and violations applicable: _____

Was the employee's general conduct satisfactory? Yes No

Reason for leaving: Discharged Resigned Lay Off Other (specify): _____

Is the employee eligible for rehire? Yes No

Drug & Alcohol Information:

Note: DOT Regulations (49 CFR Part 40) requires your company to provide information regarding the name employee's past drug & alcohol results, including any refusals to be tested.

In the past 3 years has the previous employee ever:

- Tested positive for a controlled substance? Yes No
- Tested with an alcohol concentration of 0.04 or higher? Yes No
- Refused to submit a DOT required drug/alcohol test, including a verified adulterated or substitution result? Yes No
- Had any other violations of DOT drug/alcohol testing regulations? Yes No

Name: _____ Title: _____
Company: _____ Date: _____

Please email or fax your response as soon as possible to _____
Thank you.



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Verifications of Employment

- If prior employers state the applicant failed or refused a drug and alcohol test, it will need to be addressed.
- Decide if your organization has a zero tolerance policy. If so, it will prohibit a candidate with a controlled substance or alcohol violation to be hired, they will not be qualified.
- If your policy states that you will hire a person through the rehabilitation process, you will need to verify that the applicant has already completed evaluation, treatment, and required testing. This documentation should be kept in that driver's personnel file.
 - If the applicant has not completed the rehabilitation process, you must see that it is done and fully documented to be compliant with FMCSR (Part 382.503).



Verifications of Employment

- Any criminal checks, Federal DOT (PSP) Pre-employment Screening Program records and any other documents required by the organization should be collected by the interview process. Candidates should be contacted to explain any gaps in employment. A declaration of employment form should be completed by the applicant to explain any gaps that include no employment.



Verifications of Employment

Declaration of Employment Status

_____ is required to verify employment background of all potential drivers under the Federal Motor Carrier Safety Regulations, Part 391.23. On your application, you indicated that you were unemployed or self-employed during the time period(s) below. This form is designed to enable you to account for those period(s) of time that cannot be verified by any other means.

Please fill in the applicable dates and describe your activities during this time:

Date(s): From _____ To _____

During this period, I was engaged in the following activities:

In addition, during this time, the below statements are also true:

_____ I was not employed on full-time or part-time basis.

_____ I was self-employed as _____

_____ During this time, I did not receive any unemployment compensation.

_____ I was not convicted of any crime or felony, nor is there a charge pending.

_____ During this time, I was not involved in a motor vehicle accident of any type.

Listed below are two, non-related, individuals, who can verify the above information and statements are true.

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

I hereby authorize you to contact them and further authorize the release of any necessary information.

Printed Name

Social Security #

Signature

Date



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Interviews

- The best interview method is face to face. You are able to visibly assess who may be hired and what kind of asset they will be to the organization.
 - The potential driver is also able to evaluate the organization they are entering into.
 - Tours of facilities and the equipment they will be driving are also beneficial



Hiring- Physicals

- If every new driver needs a new DOT physical, send them to your specified clinic.
- If you do accept a DOT physical from another physician, verify that the physician is on the FMCSA National Registry.
 - Enter the physician's national registry number on the web page and print off the proof of credentials.
 - If the physical has no registry number on it, the physical is not valid and cannot be accepted. The driver is then required to get a new physical.
- A driver that has a CDL is required to take a new physical to the state of license and certify that physical with that state.



Hiring-Controlled Substance Testing

- A pre-employment drug screen is required before a driver operates a commercial vehicle. The test results must be in the organization's hands before the driver is allowed to drive. If a driver fails the pre-employment drug test, depending on your company drug and alcohol policy, they will no longer be qualified for the position.



Hiring-Driver Qualification File

Remember a qualification file should be completed for the driver along with the following records:

- Orientation should be documented and signed by the driver to prove that the individual completed training.
- All organization policies should be signed.





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Questions?





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Thank you for attending!

