

Driver Criteria - Compliance Check List

Name: _____

Address: _____

Tel: (H): _____

Tel:(C): _____

1.	Application Form	Y	N	*Upon Recruiting
2.	Employment History	Y	N	*Upon Recruiting
3.	References Checked	Y	N	*Upon Recruiting
4.	Driving Experience & Qualifications	Y	N	*Upon Recruiting
5.	Medical Declaration	Y	N	*Upon Recruiting
6.	Consent to Release of Information	Y	N	*Upon Recruiting
7.	Ownership Slip (front & back)	Y	N	*Twice per year
8.	Insurance Slip	Y	N	*Twice per year
9.	Birth Certificate	Y	N	*Upon Recruiting
10.	Drivers License (front & back)	Y	N	*Upon renewal
11.	Drivers Abstract / CVOR	Y	N	*twice per year
12.	Annual Safety Certificate	Y	N	*Annually
13.	Local Criminal Record Search	Y	N	*upon recruiting
14.	RCMP Criminal Record Search	Y	N	*twice per year
15.	Road Test / Audit	Y	N	*Upon recruiting
16.	Vehicle Test / Audit	Y	N	*Upon Recruiting
17.	Material Handling Training	Y	N	*Upon Recruiting
18.	Hub Processes Training	Y	N	*Upon Recruiting
19.	Routing and On-Road Training	Y	N	*Upon Recruiting
20.	Delivery Processes Training	Y	N	*Upon Recruiting

*Frequency of checklist items may increase when necessary!

Additional Comments:
