



LOSS CONTROL GUIDE

FLEET SAFETY: HIRING AND SELECTING EMPLOYEES

APPLICATION

1. Any person applying for a position that includes driving responsibility should complete an employment application.

MINIMUM REQUIREMENTS

1. Your company should establish minimum requirements for someone to qualify as a driver, such as:
 - a) Minimum age (preferably at least 21 years of age)
 - b) Minimum experience. One year or detailed knowledge of vehicle to be operated.
 - c) Appropriate class of driver's license or ability to obtain appropriate class.

INTERVIEW

1. It is important that the applicant be interviewed to determine background, experience and knowledge. Listed below are some important areas to cover:
 - a) Previous driving experience and training.
 - b) Types, sizes and functions of vehicles previously operated.
 - c) Frequency or mileage driven.
 - d) Provide scenarios that the driver may encounter in your operation and evaluate response.
 - e) Other questions pertinent to your operation.

BACKGROUND CHECK

1. A background check should be conducted to evaluate the applicants' MVR and past work history.
2. Your company should establish written standards to be met on the employee's driving record. Listed below are incidents which would normally exclude an applicant from eligibility:
 - DUI within last 5 years
 - Implied consent refusal violation
 - Drug related violation
 - Reckless/careless driving violation
 - Racing or drag racing violation
 - Negligent homicide (vehicular)
 - Felony using a motor vehicle
 - Driving on revoked or suspended license

- Leaving the scene of an accident
- Fleeing an officer
- A combination of three moving violations and/or at fault accidents within a 3-year period.

DRUG SCREENS & PHYSICAL EXAMS

1. It is not always necessary for drivers to complete a drug screen or physical. This will depend on certain requirements of the Department of Transportation, mainly in regard to Commercial Drivers' License (CDL). However, it is beneficial to determine an applicant's health and/or influence of drugs.

ROAD TEST

1. A road test can give you a complete observation of the applicant's handling and maneuvering abilities in the vehicle. The following are examples of situations to be evaluated:
 - Pre-trip inspection
 - Use of vehicle controls (shifting, braking, lights, etc.)
 - Backing and parking
 - Slowing and stopping
 - Operating in traffic, passing and turning
- Alertness and attention to the road; aware of changing road conditions