

# TRUCK TALK

## CHECKLISTS – THEY'RE MORE THAN MAKIN' A LIST AND CHECKIN' IT TWICE!

Today's work environment is extremely busy. As a result of this intensity, the detailed compliance work is frequently placed at the bottom of an ever-increasing 'to do' list. The challenge is finding the time and motivation to turn those 'to do' lists into accomplishments. The answer can be as simple as... making a list! In many cases, lists not only identify a problem, but also become part of the solution.

As an example, carriers are required by the FMCSA to maintain current driver qualification files. These files are initiated as a part of the hiring process, but the guidelines also require that certain items be updated at prescribed times. One of these requirements includes updating the driver medical examination every (usually) two years. There can be timing exceptions based on a Certified Medical Examiner's findings relative to the health of the driver. The exceptions have led to required updating from as short as 30 days (example of hypertension) to as long as two years. One solution to the constantly shifting expiration dates would be a list, broken down by month, which includes each driver and the expiration date of his/her medical examination. You could also incorporate into this list the expirations of each driver's CDL – which is certainly not simplified by the great variation in the length of time a CDL is issued by states. The list is reviewed at the first of every month to comply with the FMCSA guidelines. This information can be added to our New Driver Information List to have one list serving two functions.

One of the most important lists that any truck operating company could have is the driver qualification file list. As a permanent part of the driver qualification file, it would list the items that the FMCSA requires this file include. On the back of this Truck Talk is an example of such a checklist which includes the basic requirements listed in FMCR section 391. Our example covers the general standards for driver qualification files and can be used as a basis to add other (or more detailed) items.

Properly constructed, detailed lists that specify the items required can be valuable tools for small and large companies. They are easily audited and a high level of compliance can be maintained as long as lists are updated as items are reviewed (annual review of driving record) and renewed (CDL & medical examination).



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# Driver Hiring Checklist

Date: \_\_\_\_\_

Driver Name: \_\_\_\_\_

Checklist Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Driver Qualification File			
Documentation	Complete	N/A	Date:
Driver specific application for employment			
Driver meets company qualifications for age & experience			
Motor vehicle record (MVR)			
MVR meets company qualifications			
Road test/certificate conducted by our carrier			
Photocopy of a CDL accepted in lieu of road test			
Road test/certificate less than 3 years old accepted in lieu of road test			
Background investigation (Safety Performance History)			
Medical Examiners Certificate			

Drug & Alcohol Records (if subject)			
Documentation	Complete	N/A	Date:
DOT pre-employment drug screen result received			
Documentation of pre-employment exception received from former employer(s)			
Driver issued educational materials and company policy			
Asked driver about positive DOT pre-employment tests over the past 2 years			