

# DRIVER HIRING TRACKING LIST

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

## Person Responsible

_____ 1) Motor Vehicle Report (Copy)	Director
_____ 2) Commercial Driver's License (Copy)	Director
_____ 3) Medical Examination Certificate (Copy)	Director
_____ 4) Road Test	Billy
_____ 5) Criminal Background Check (NBI)	Claudia
_____ 6) Pre-Employment Drug Test	Director
_____ 7) SUCAP Vehicle Insurance	Teresa
_____ 8) Clear for Orientation	Teresa
_____ 9) Orientation - Date of Hire	Claudia
_____ 10) Cleared to start work	Teresa

**NOW THE EMPLOYEE CAN START WORK!!**