

## NEW HIRE PROCEDURES FOR DRIVER APPLICANTS

1. Driver Applicant completes Driver Application. Please inform applicant not to list cell phone numbers as primary business phone.
2. Terminal Manager reviews application for completeness and proceeds with interview.
3. If Terminal Manager determines that applicant meets CTCO Qualifications then proceed to Road Test. If applicant satisfactory completes Road Test, Terminal Manager may make job offer.
4. Terminal Manager and Applicant review and sign the **new** Driver Agreement Form.
5. Scan and e-mail the following to: [MarceeCTCO@aol.com](mailto:MarceeCTCO@aol.com)
  - Driver Application
  - Copy of Front & Back of Drivers License
  - Copy of Signed Social Security Card
  - Driver Agreement Form
  - Drug Screen Consent Form
6. Send Applicant for physical and drug screen. Applicant must request a **copy** from the Clinic of the completed Physical Form and the DOT Physical Card. Copy is then brought back to Terminal and included with Hire Packet.
7. Terminal to request Employee Number from Aida Lopez.
8. Terminal scans entire Driver Hiring Packet to: [hiremectco@aol.com](mailto:hiremectco@aol.com). Only hiring packets are to come to this e-mail address – please no other type of information/e-mails.
9. After HR receives the scanned Driver Hire Packet, it will be reviewed for completeness. Acceptable scanned Driver Hire Packet will result in Driver Trainee being entered in the TMW and Peoplenet System.
10. Original Hire Packets are to be mailed as always to Marcee Hewitt.
11. Driver can continue with non-driving duties. Driver is not permitted to drive any CTCO unit until HR has received a Negative Drug Screen Report. Leanne Nava will notify Terminal with Drug Screen results permitting driver to operate CTCO units.
12. The HR/Safety Dept. will continue to process the MVR's, HireRight (DAC), Criminal and employment verifications. Please make sure that if the company is out of business driver provides us with proof of employment or Social Security Earnings reports. Otherwise, we should have good phone numbers (no cell numbers) and/or addresses on each prior employer.
13. Once the Safety/HR Dept. has completed all the background checks, Marcee Hewitt will notify Terminal on the Driver Agreement Form if the Driver is “Officially” Approved or Denied.