

Coastal Transport Co., Inc.
1603 Ackerman Road
San Antonio, TX 78219

Driver - Required Forms Checklist

Name:		
Terminal:		
Start Date:		
Emp#:		
<u>Completed</u>	<u>Hire Packet Forms and/or Task to be Completed</u>	<u>Human Resources Notes</u>
	Application	
	Copy of CDL (front & back)	
	Copy of Social Security Card (must be signed and legible)	
	A Form – Signed by Terminal Manager and Applicant	
	Record of Road Test & Map	
	Certificate of Road Test	
	Drug Screen Consent Form with copy of Driver's License	
	DOT Physical – Long Form	
	Driver Job Description	
	Pre-Employment Agreements	
	Workers' Compensation Notice – (CA has an addl state form)	
	W-4, (AZ have a state form)	
	Certificate of Compliance	
	Driver Data Sheet	
	Bond Application	
	Emergency Notification	
	New Hire Orientation Checklist	
	Personnel Change Authorization	
	Acknowledgement of Insurance Benefits Info Sheet (Employee Keeps Attachments)	
	Form I-9 (Complete on 1 st Day of Employment)	
	Regulations and Requirements – Logs	
	Automatic Event Recorder (AER/Camera) Form	
	CA Only, Driver Waiver - On Duty Meal/Rest Period	
Human Resources Dept. Use		
<u>Completed</u>	<u>Item Verified</u>	<u>HR Notes:</u>
	Drug Screen Consent Form/Chain of Custody	
	Drug Result	
	Signed A Form	
	Verified Start Date	
	Date Applied:	
Requested Information from Terminal		
	<u>Date e-mailed</u>	<u>Date Returned</u>
1st Request		
2nd Request		
3rd Request		
4th Request		