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## ADMINISTRATION

### RECORDS TO BE CHECKED, PROCESSING FLOW, POINTS OF ATTENTION

#### Application

In the application driver should mention which type of tractor/trailer he used to drive.  
No class B vehicle should be counted as the cdl experience.

- ✓ Driver changed more than 5 companies during the last year;
- ✓ Driver has big gaps in cdl class A experience;
- ✓ Driver has not been working as a cdl class A driver for the last 1-1.5 year.

If a driver mentioned termination from any of his previous companies – pre-employment verification should be done.

If a driver is mentioning that Hi/She has been tested positive – not qualified.  
Any accident indicated by driver in the application as his/her fault (accepting if the accident happened on a private car – case should be discussed separately);

#### PSP

If the PSP record is not showing any information – pre-employment verification should be checked.

If Pre-employment screening is showing any of the below results:

- Terminated due to safety reasons;
- Accident
- Abounded equipment;
- Left the company without 2 weeks' notice.
- Driver is not able to provide the police report on the accident indicated in the record -

If one of the above mentioned - Driver is not qualified.

## MVR

MVR (Motor Vehicle Record) - summary of a driver's convictions and accidents on file with his/her home state. Record is showing any violations/accidents on a private vehicle. Records should be ordered through the Tenstreet system.

In case if any MVR record cannot be ordered by Tenstreet due to a specific state, this should be requested by email to the safety department.

On MVR Check if:

- \_ MVR record is shown as invalid or inactive
- \_ Restrictions, Endorsements
- \_ If a medical card is Non Excepted Interstate, if matched actual medical card
- \_ In case if the paper copy of medical card is not expired but the record is not showing this information, driver should update it by DMV (Department of Motor Vehicles)
- \_ Driver is meeting company Hiring Criteria