



Driver Onboarding Checklist

WORK READY ESSENTIALS- Equipping Workers for Success

DRIVER ONBOARDING CHECKLIST

Pre-Start Documentation

Personal Information & Documentation

- Driver's license verification (valid and appropriate class)
- Medical certificate/DOT physical (if applicable)
- Drug and alcohol testing completed
- Background check clearance
- Employment eligibility verification (I-9 form)
- Emergency contact information collected
- Insurance documentation reviewed

Company Policies & Procedures

- Employee handbook reviewed and signed
- Safety manual reviewed and acknowledged
- Company driving policy explained and signed
- Disciplinary procedures understood
- Communication protocols established
- Reporting structure clarified

Vehicle & Equipment Orientation

Vehicle Assignment & Inspection

- Assigned vehicle inspection completed

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- Pre-trip inspection procedure demonstrated
- Post-trip inspection procedure demonstrated
- Vehicle maintenance schedule explained
- Defect reporting process reviewed
- Vehicle-specific safety features identified

Safety Equipment & PPE

- Personal protective equipment issued
- Safety equipment locations identified in vehicle
- Emergency kit contents reviewed
- First aid kit location and contents explained
- Fire extinguisher location and operation demonstrated
- Reflective triangles and emergency signage reviewed

Training & Certification

Safety Training Modules

- Defensive driving techniques
- Hazard recognition and response
- Load securement procedures
- Weather and road condition awareness
- Fatigue management and hours of service
- Emergency response procedures

□ Technology & Systems

- GPS/route planning system training
- Communication device operation
- Electronic logging device (ELD) training
- Fleet management software overview

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- Dispatch communication procedures
- Customer interaction protocols

Administrative Setup

Payroll & Benefits

- Payroll setup completed
- Direct deposit information processed
- Benefits enrollment completed
- Tax withholding forms submitted
- Uniform/clothing allowance explained
- Expense reimbursement procedures reviewed

Routes & Scheduling

- Initial route assignments provided
- Scheduling procedures explained
- Overtime policies clarified
- Time-off request process reviewed
- On-call procedures established
- Backup route assignments discussed

Performance Standards & Expectations

Driving Performance

- Fuel efficiency targets explained
- Safety record expectations set
- Customer service standards reviewed

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- Punctuality requirements clarified
- Professional appearance standards established
- Vehicle cleanliness standards set

Reporting Requirements

- Daily log requirements explained
- Incident reporting procedures reviewed
- Maintenance issue reporting process
- Customer complaint procedures
- Quality metrics and KPIs discussed
- Performance review schedule established

30-60-90 Day Milestones

30-Day Check-in

- Initial performance review scheduled
- Safety compliance assessment
- Questions and concerns addressed
- Additional training needs identified
- Route optimization discussion
- Feedback collection

60-Day Evaluation

- Comprehensive performance review
- Customer feedback assessment
- Safety record evaluation
- Professional development discussion
- Goal setting for next period

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- Recognition and improvement areas identified

90-Day Assessment

- Full probationary period evaluation
- Long-term assignment confirmation
- Career development planning
- Compensation review (if applicable)
- Advanced training opportunities discussed
- Integration assessment completed

Sign-off Section

Driver Acknowledgment:

I acknowledge that I have received, reviewed, and understand all items on this onboarding checklist. I commit to following all safety procedures, company policies, and professional standards outlined during my orientation.

Driver Name: _____ Date: _____

Driver Signature: _____

Supervisor Confirmation:

I confirm that all onboarding requirements have been completed and the driver is ready to begin independent operations.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

Document Control:

- Document Version: 1.0

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