



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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