

# Best Practices for Hiring Drivers



Since the quality of your drivers affects the bottom line, the safety of others on the road and your public garden's good reputation, it is imperative to establish a driver selection program to hire the best, most qualified drivers. Use the following guidelines as a reference to help devise a hiring process to yield the most positive results for your public garden.

Yes	No	N/A	Before the Hiring Process Begins
			Establish realistic driver qualifications and criteria that each driver must possess.
			Outline a written job description including the essential job functions of the position, experience and level of skills needed.
			Outline the physical and mental attributes necessary to perform tasks safely (Example: vision, hearing, substance abuse and health record).
			Describe requirements necessary for the position such as education level, past training, driving experience and skill level.
			Determine the abilities that the driver must possess, such as: avoiding accidents, following traffic rules, vehicle care, meeting schedules, getting along with coworkers and adapting to new situations.
			Determine which, if any, violations drivers have had in the past that will not be accepted by your company (Example: driving under the influence of drugs and/or alcohol, hit and run, reckless driving, careless driving, failure to obey traffic laws and speeding).

Yes	No	N/A	Driver Selection Process
			Recruit well-qualified applicants by highlighting minimum requirements in advertisements. Also look internally to upgrade present employees, take referrals and industry contacts.
			Once candidates have been recruited, have them fill out job applications to obtain personal information, references and information about past experiences.
			Check the validity of the candidates' drivers' licenses to make sure they are valid, current and the correct type for the position. Photocopy this information for their personal file.
			Conduct face-to-face interviews with potential employees. Inquire about gaps in employment and fleet safety awards earned with respect to the amount of time the candidates have worked in their positions. Inquire about accidents and violations within the last three years and compare this information to their motor vehicle records (MVR) once they are attained.
			Contact potential employees' references, specifically the candidates' former supervisors. Check dates of employment, reasons for leaving, job duties, types of vehicles driven and job performances. Obtain written consent from the candidates before contacting their references.



For a thorough driver policy review for your public garden or other risk management assistance, contact Sharon Van Loon or Kim Slager.

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