



CLASS 1

ALL ABOUT DRIVERS

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CLASS AGENDA

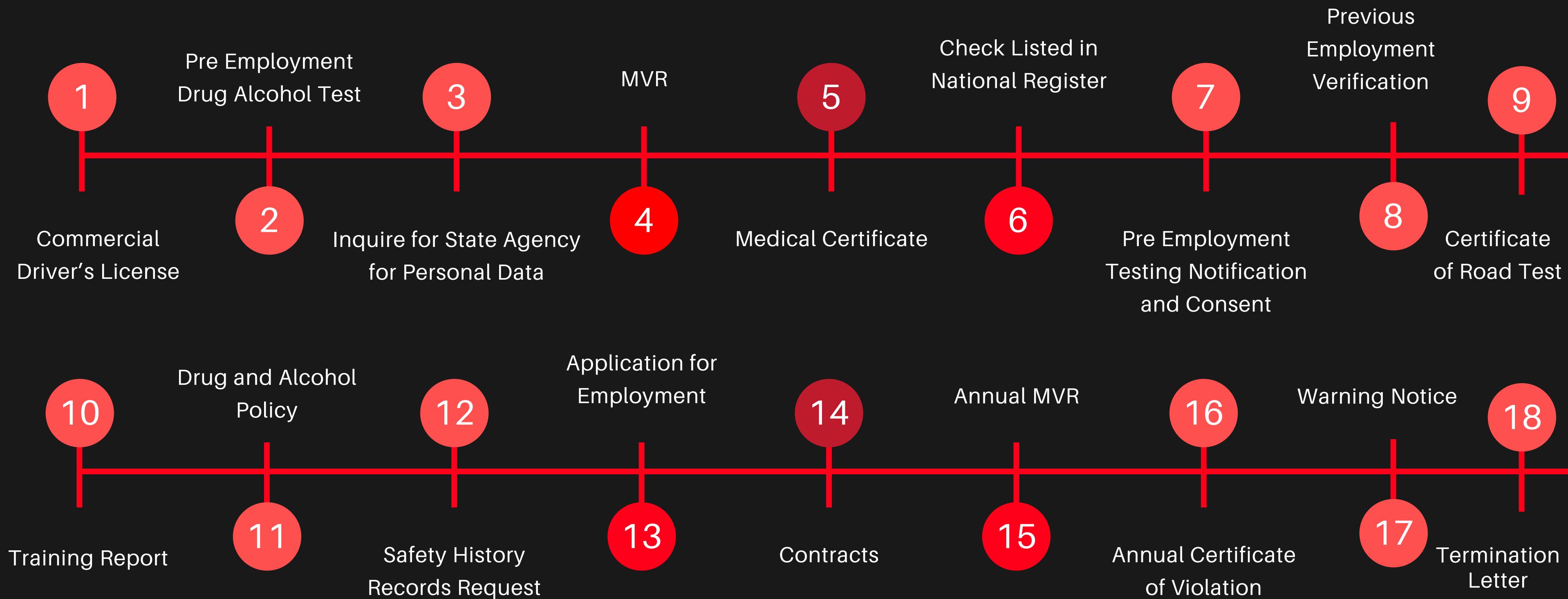
Truck Drivers and types of CDL
Licenses (Steps to get a CDL License)



Driver File Check List

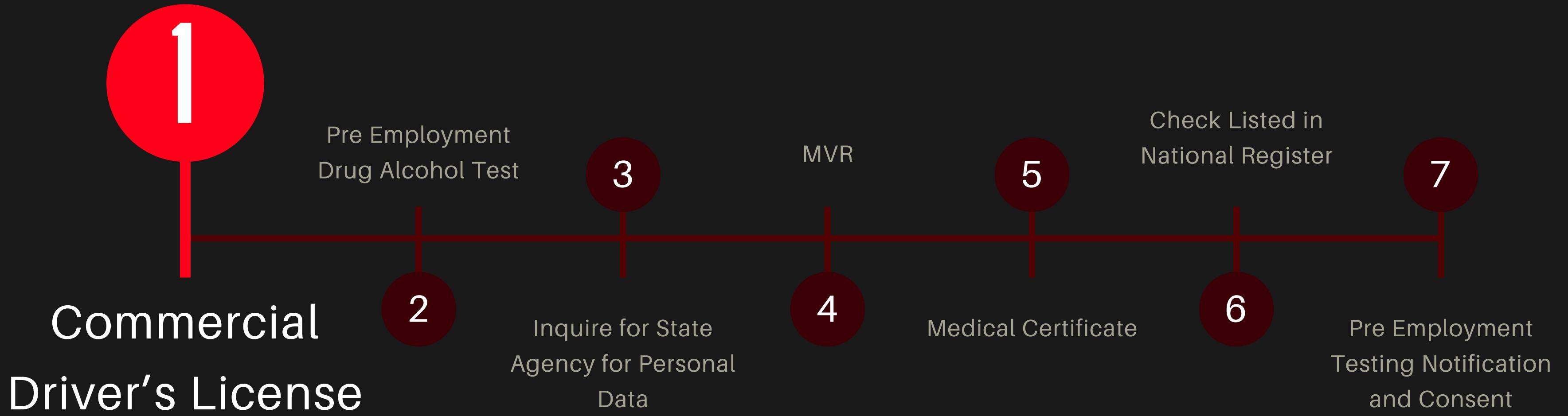
Checklist Driver File

Template



Checklist Company File

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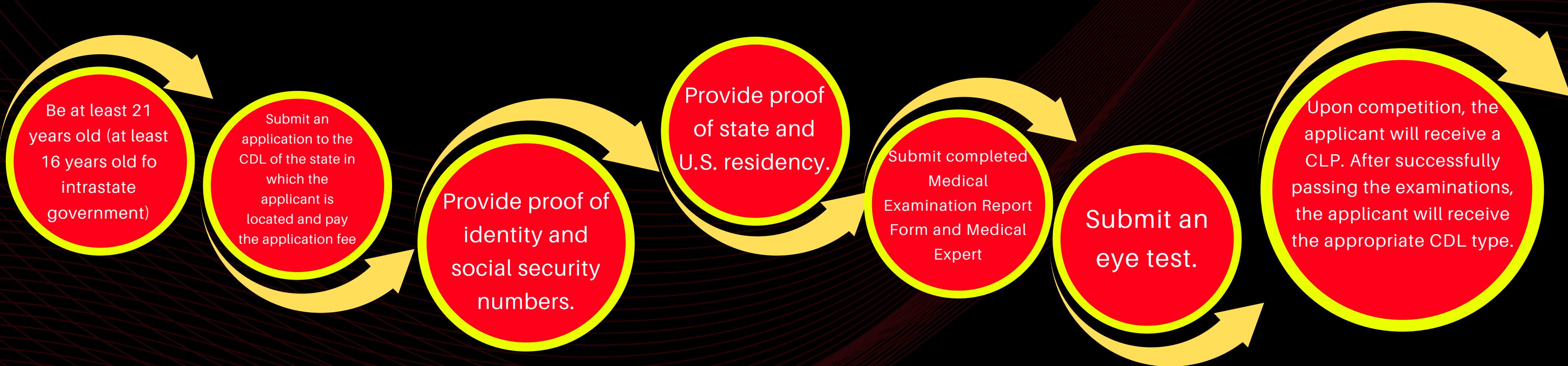


COMMERCIAL DRIVER'S LICENSE



A Commercial Driver's License (CDL) is a specialized license required in the United States for drivers who operate any type of vehicle that carries large quantities of goods or a large number of passengers.

Steps to get a CDL License



CDL CLASSES

CLASS
A

A Class A commercial driver's license is required to operate any combination of vehicles with a gross combination weight rating (GVWR) of 26,001 or more pounds, provided the towed vehicle is heavier than 10,000 pounds

CLASS
B

A Class B commercial driver's license is required to operate a single vehicle with a gross combination weight rating of 26,001 or more pounds, or tow a vehicle not heavier than 10,000 pounds.

CLASS
C

A Class C commercial driver's license is required to operate a vehicle that is designed to transport 16 or more occupants (including the driver) or transport hazardous materials (HazMat).

WHAT COMES WITH CLASSES

A

- Tractor-trailers
- Truck and trailer combinations
- Tank vehicles
- Livestock carriers
- Flatbeds

B

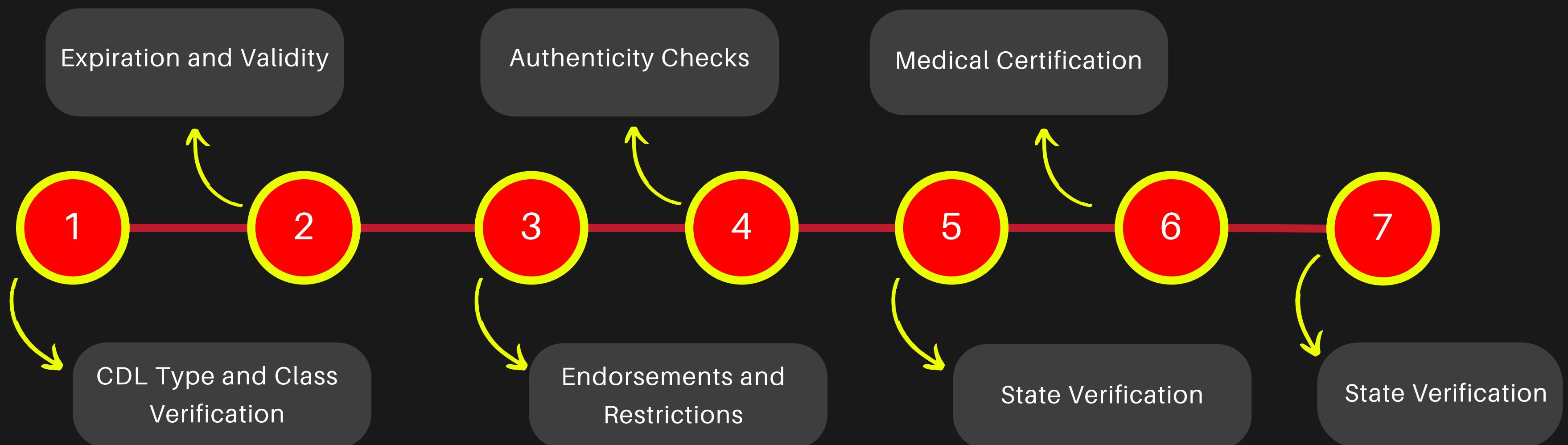
- Straight trucks or/and Tractor-Trailer
- Large passenger buses
- Segment buses
- Box trucks
- Dump trucks with small trailers

C

- Small HazMat vehicles.
- Passenger vans.
- Tank Trucks.
- Double/Triple Trailers.
- Combination vehicles.

How to verify a driver's CDL

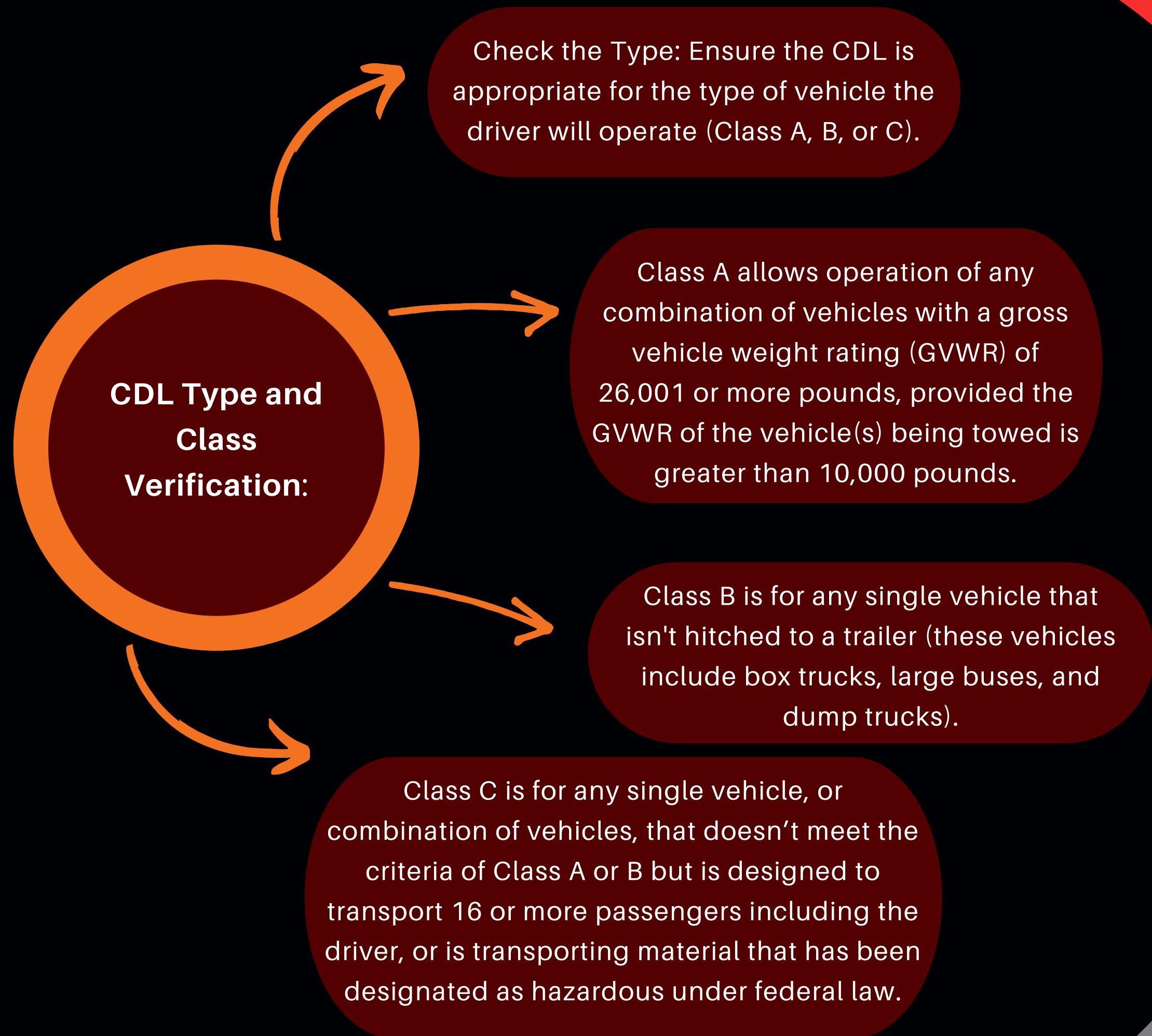
7 steps explained



CDL CHECK

Verifying a truck driver's Commercial Driver's License (CDL) is a critical step in the hiring process to ensure that the candidate is legally qualified to operate commercial vehicles.

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CDL CHECK

Expiration and Validity:

Ensure the CDL is current and has not expired.

Confirm that the license is valid with no current suspensions, revocations, or disqualifications.

Endorsements and Restrictions:

Check for specific endorsements that are required for different types of cargo and vehicles, such as **H** (Hazardous materials), **N** (Tank vehicles), **P** (Passenger vehicles), **S** (School buses), **T** (Double/triple trailers).

Look for any restrictions that might limit the types of vehicles or conditions under which the driver is allowed to operate. For example, a common restriction is the requirement to wear corrective lenses.

Authenticity Checks:

Physical Inspection: Examine the physical CDL for signs of alteration or fraud.

Security Features: Check for the presence of security features such as watermarks or holograms that indicate the license is authentic.

State Verification:

State Database: Use the issuing state's Department of Motor Vehicles (DMV) database to verify the license. Most states have online systems where employers can verify driver licenses.

National Database: Utilize the Commercial Driver's License Information System (CDLIS), which helps employers ensure that applicants do not have more than one CDL and no previous disqualifications or suspensions in other states.

Medical Certification:

Check Medical Status: Verify that the driver has a current medical examiner's certificate, as required by the Department of Transportation (DOT), which demonstrates they are physically qualified to drive a commercial vehicle.

Record of Violations:

Driving Record: Obtain a copy of the driver's motor vehicle record (MVR) from the state DMV to review any traffic violations, accidents, or suspensions. This also helps to verify that the CDL has not been revoked or suspended.

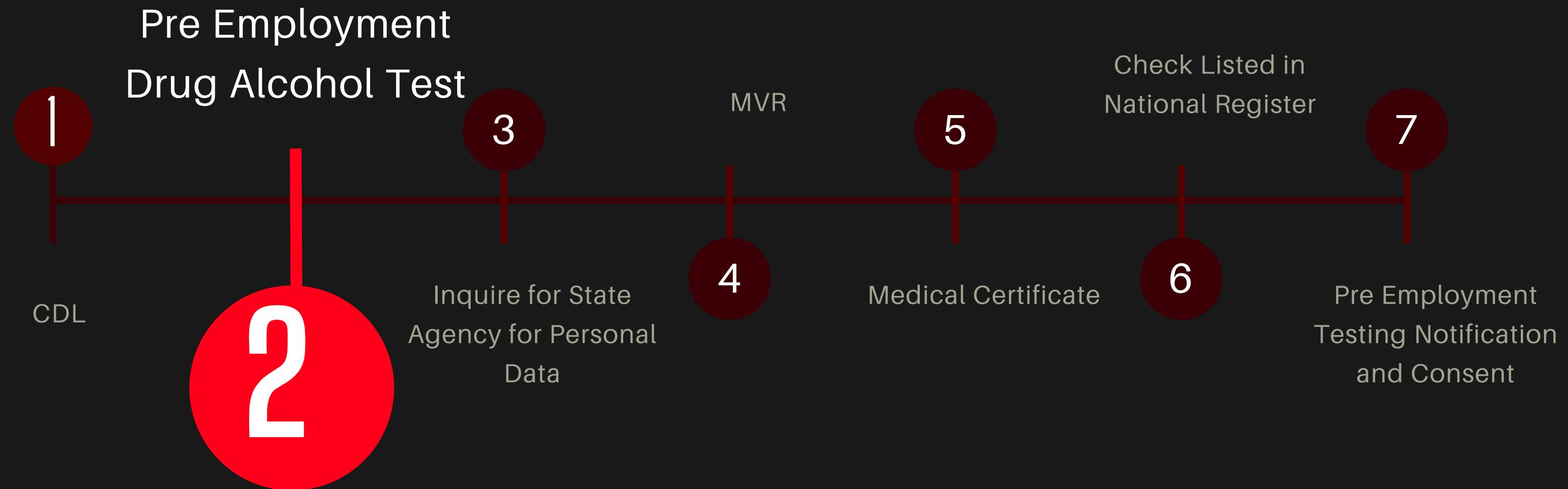
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PRE EMPLOYMENT DRUG ALCOHOL TEST



Pre-employment drug and alcohol testing is a critical requirement in the trucking industry to ensure that drivers are capable of safely operating commercial vehicles. The U.S. Department of Transportation (DOT) mandates these tests for safety-sensitive transportation employees, which includes truck drivers holding Commercial Driver's Licenses (CDLs).

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Pre Employment Drug Alcohol Test

Legal Requirements

Under the regulations set by the Federal Motor Carrier Safety Administration (FMCSA), part of the DOT, all prospective CDL drivers must undergo drug and alcohol testing before being permitted to operate a commercial vehicle on public roads.

Substances Tested

The standard DOT **5-panel drug test checks** for the following substances:

- Marijuana (THC)
- Cocaine
- Amphetamines and methamphetamines
- Opiates (including heroin, codeine, morphine, hydrocodone, hydromorphone, oxycodone, and oxymorphone)
- Phencyclidine (PCP)

Testing Procedures

Collection: Samples are typically collected through urine tests, conducted at a certified testing facility.
Alcohol Testing: Alcohol testing is done using a breathalyzer or saliva test. The FMCSA prohibits drivers from having an alcohol concentration of 0.04% or greater.

Medical Review Officer Involvement

Once the laboratory completes testing, the results are sent to a Medical Review Officer (MRO). The MRO reviews the results to ensure their accuracy. If a test is positive, the MRO contacts the driver to determine if there is a legitimate medical explanation, such as a prescribed medication, that may have led to the positive result.

Result Reporting

If the result is verified as positive by the MRO, the employer is notified. Employers cannot allow a driver who has tested positive, or refused to take a test, to perform safety-sensitive functions, such as operating a commercial vehicle.

Consequences of Positive Tests

Drivers who test positive, or refuse to undergo the pre-employment tests, must be removed from safety-sensitive duties. They cannot return to driving commercial vehicles until they have:

- Undergone an evaluation by a substance abuse professional (SAP).
- Completed any prescribed treatment.
- Passed a return-to-duty drug and alcohol test.
- Agreed to undergo follow-up testing.

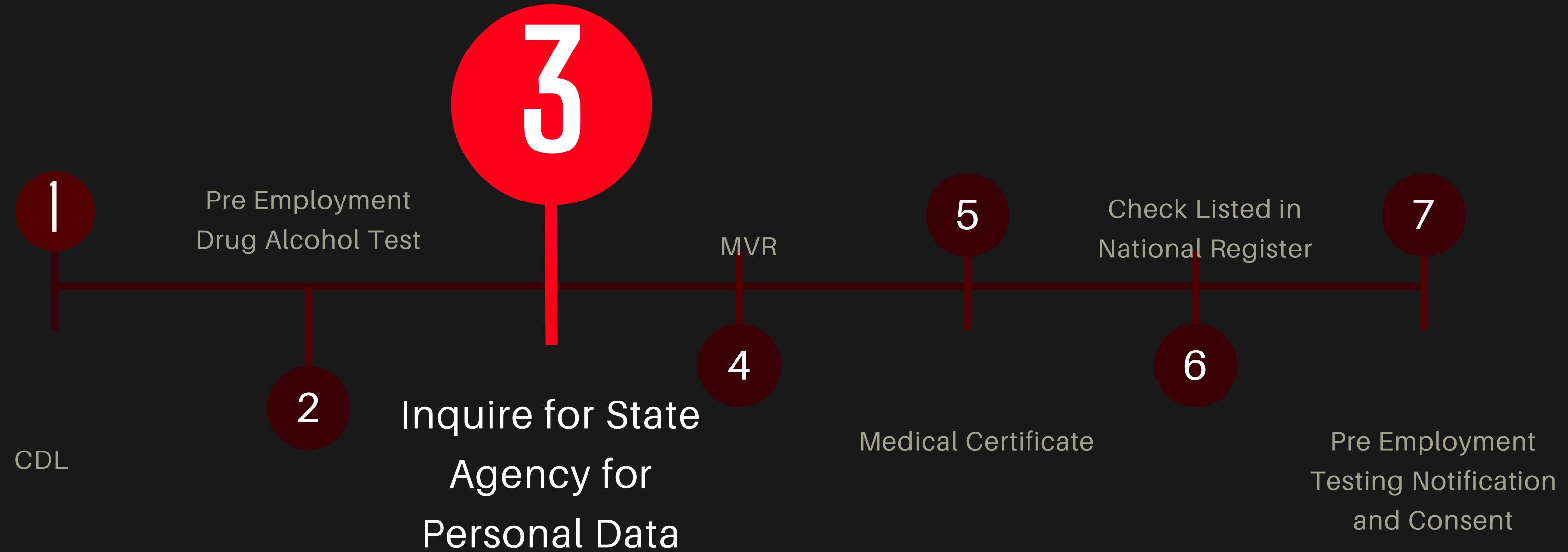
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INQUIRY FOR STATE AGENCY FOR PERSONAL DATA



Inquiring with a State Agency for Personal Data as part of the hiring process for truck drivers involves checking various records and databases to ensure the suitability and compliance of candidates. This can include driving records, criminal history, and other personal data managed by state agencies.

Purpose of Inquiry

Driving History: To assess the driver's safety record, including accidents, traffic violations, and any license suspensions or revocations.

Criminal History: To identify any criminal records that might affect the driver's suitability for transporting goods, especially hazardous materials or operating in sensitive environments.

License Verification: To confirm that the driver possesses a valid Commercial Driver's License (CDL) and any necessary endorsements.

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Motor Vehicle Record



MOTOR VEHICLE RECORD



An MVR, or Motor Vehicle Record, is a report that details a driver's driving history, including traffic citations, accidents, DUI convictions, and license suspensions. This record is maintained by the Department of Motor Vehicles (DMV) or equivalent state agency in each state in the United States. It is a crucial document often reviewed by employers, especially in industries where driving is a primary job function, such as trucking.

IMPORTANCE OF MVR IN THE TRUCKING INDUSTRY



Ensuring that the driver has a clean and safe driving record reduces the risk of accidents.



Federal and state regulations often require that commercial drivers maintain a clean driving record. Checking the MVR helps employers comply with these laws.



Insurance rates for commercial vehicles can be significantly affected by the driving records of the drivers employed. Employers often seek drivers with clean MVRs to keep insurance premiums lower.

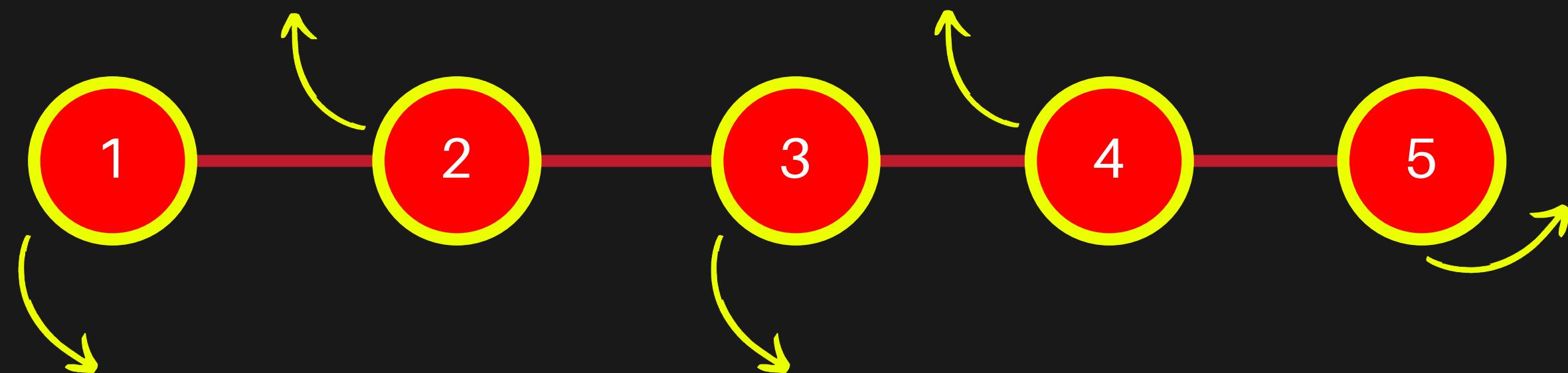
What's Included in an MVR?

An MVR includes, but is not limited to, the following information:

Driver's License Status: Details about the driver's license type, current status (valid, expired, suspended, or revoked), and expiration date.

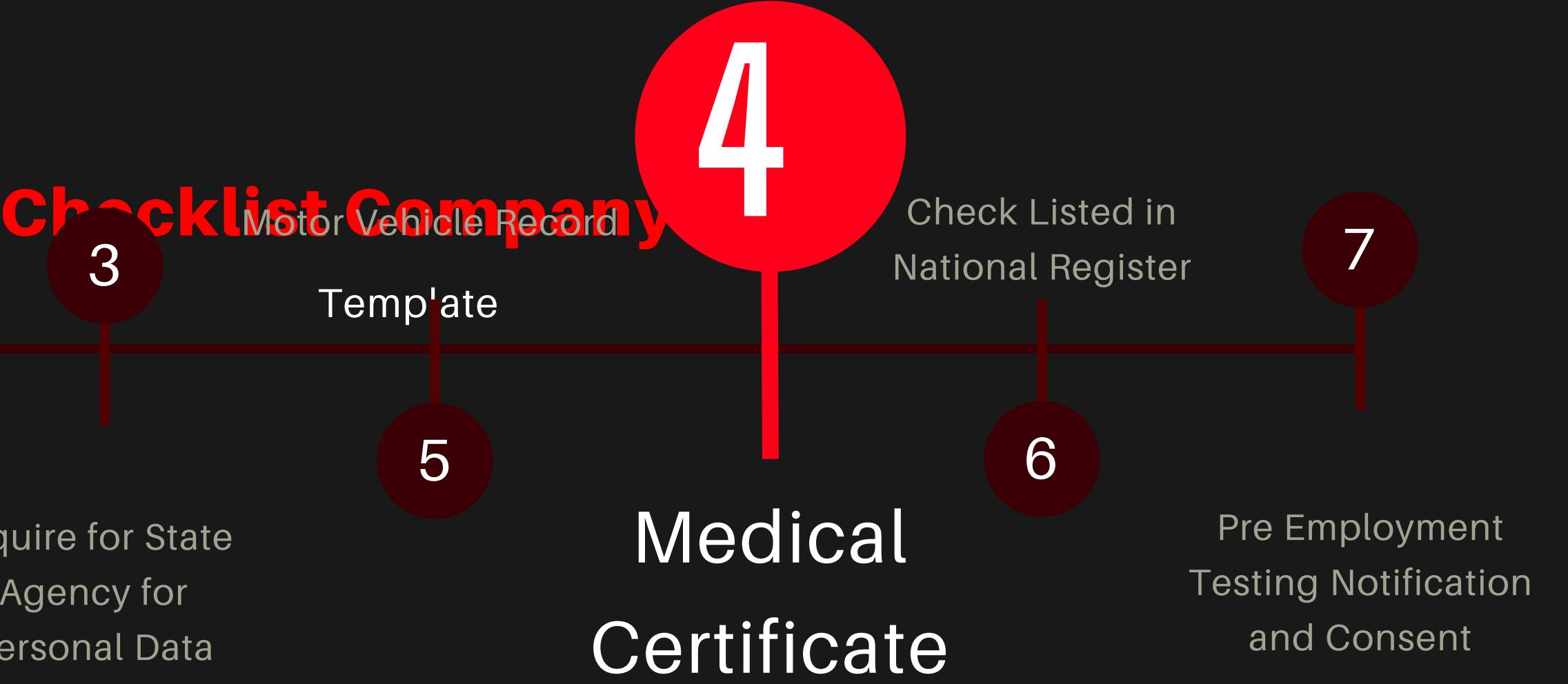
Accident Reports: Any recorded accidents that involved the driver.

Driver's License Status: Details about the driver's license type, current status (valid, expired, suspended, or revoked), and expiration date.



Traffic Violations: Lists all traffic citations, such as speeding tickets or other infractions, typically over the last three to five years.

DUI/DWI Convictions: Details of any driving under the influence (alcohol or drugs) convictions.



MEDICAL CERTIFICATE



A Medical Certificate for truck drivers, often referred to as a Medical Examiner's Certificate (MEC), is a document that certifies a driver is physically qualified to operate a commercial motor vehicle (CMV). In the United States, this certification is a requirement set by the Federal Motor Carrier Safety Administration (FMCSA), part of the Department of Transportation (DOT).

Requirements for Medical Certification

Vision

Drivers must have at least 20/40 acuity (with or without correction) in each eye and a 70° field of vision. They must also be able to distinguish traffic colors.



Hearing

Drivers must be able to hear a forced whisper from a distance of 5 feet or less, with or without a hearing aid.



Blood Pressure/Pulse Rate

Conditions like hypertension are checked to ensure they are well-managed.



Physical Endurance

Strength, flexibility, and reflexes are tested to ensure the driver can perform physical tasks associated with operating a CMV.



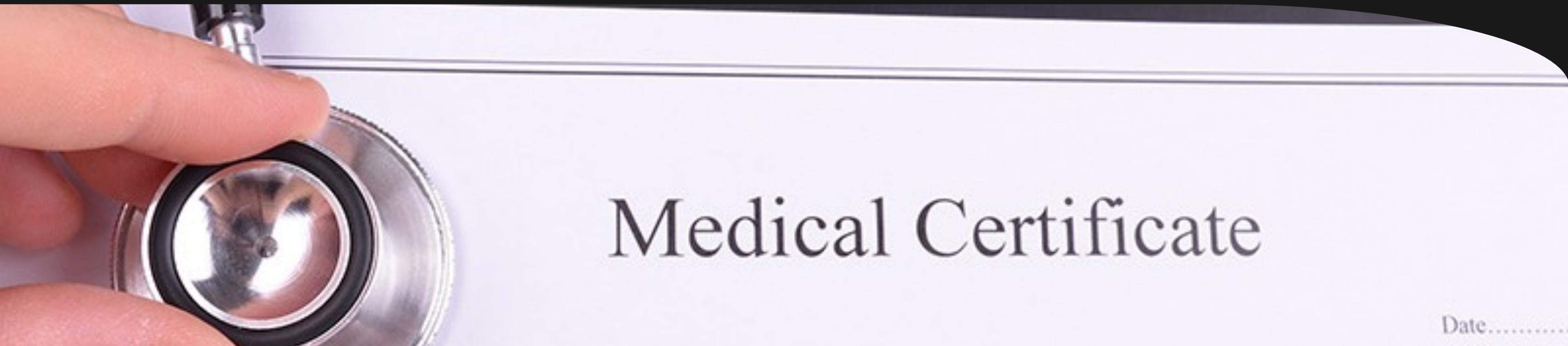
Medications

The examiner will review the driver's medications for potential side effects that might impair driving.



Medical History

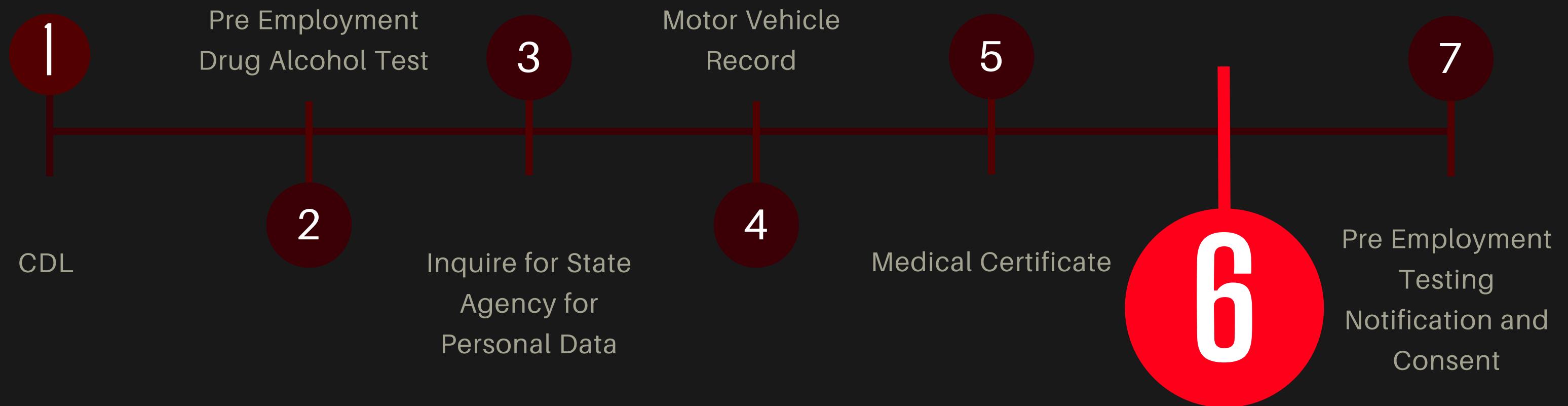
This includes reviewing conditions like diabetes, cardiovascular disease, respiratory issues, neurological disorders, and mental health issues.



Medical Certificate

Date.....

Check Listed in National Register



CHECK-LISTED IN NATIONAL REGISTER



Being "check-listed" in the National Register typically refers to the inclusion of a commercial driver's details in the National Registry of Certified Medical Examiners (National Registry). This registry is an important aspect of ensuring that drivers are physically qualified to operate commercial vehicles.

Purpose of the National Registry

To Improve
Road Safety

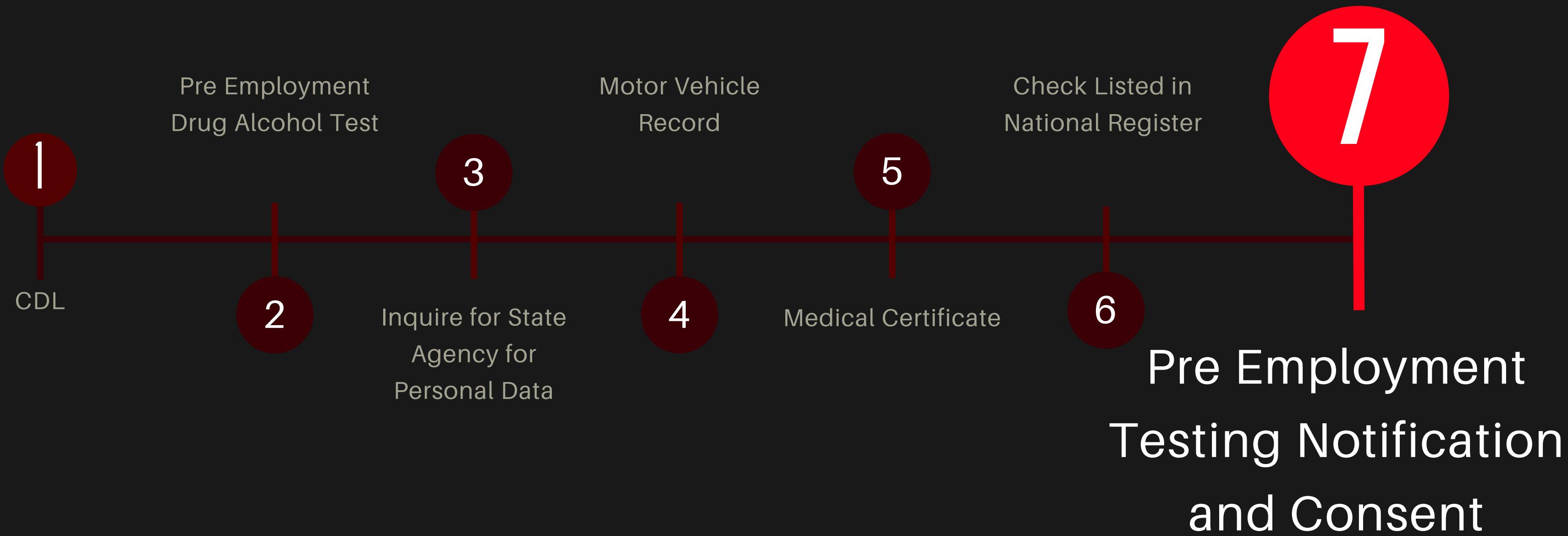
The registry ensures that medical examiners have the necessary training and knowledge to perform physical examinations according to FMCSA standards.

To Enhance
Oversight

It provides a system of checks to ensure that examinations are conducted properly and that drivers meet the physical requirements necessary to operate commercial vehicles safely.

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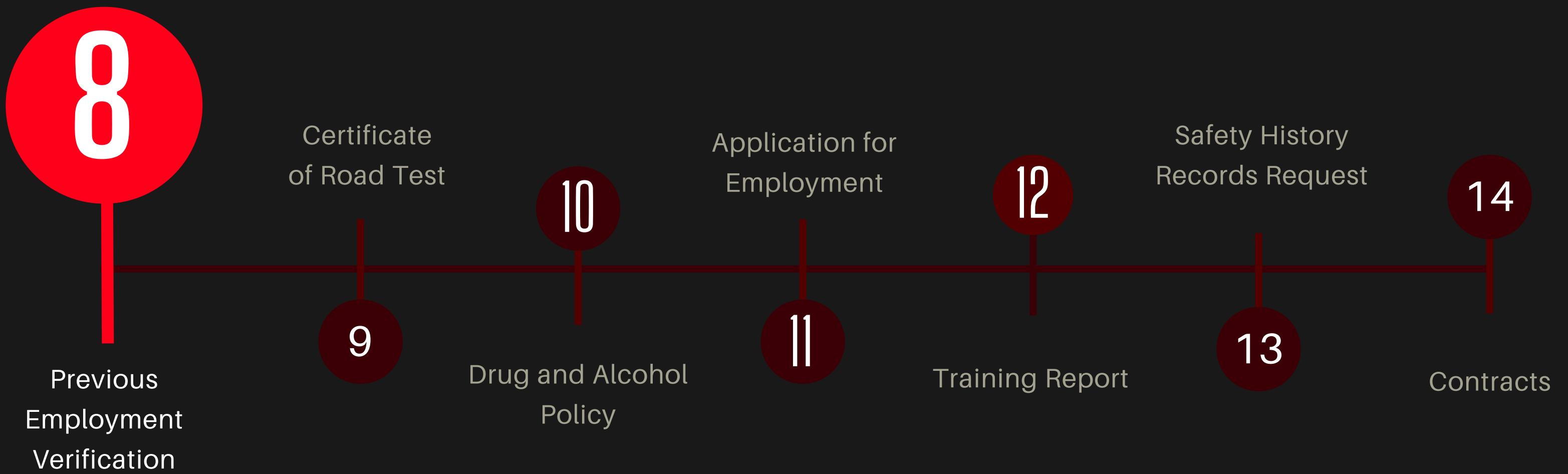
PRE EMPLOYMENT TESTING NOTIFICATION AND CONSENT



Pre-employment testing notification and consent are critical components of the hiring process, especially in industries where safety is paramount, such as trucking. The primary types of pre-employment testing in the trucking industry include drug and alcohol testing, medical examinations, and background checks.

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PRE EMPLOYMENT TESTING NOTIFICATION AND CONSENT



Previous employment verification for truck drivers is a specialized subset of the general employment verification process, tailored to the specific requirements and concerns of the trucking industry. This process is critical not only for verifying a candidate's qualifications and job history but also for ensuring compliance with industry regulations and safety standards.

Specific Aspects of Verifying Employment for Truck Drivers

License Verification:

CDL Status: Confirm that the driver held a valid Commercial Driver's License (CDL) for the types of vehicles they were responsible for.

Endorsements: Verify any special endorsements needed for different types of cargo, such as hazardous materials or tankers.

Safety Performance and History:

Accident Records: Check the driver's history regarding any road accidents or safety incidents.

Safety Ratings: Inquire about the driver's safety ratings or any recognitions received from previous employers.

Compliance with Regulations:

DOT Compliance: Ensure that the driver has complied with Department of Transportation (DOT) regulations.

Drug and Alcohol Testing: Verify past drug and alcohol testing results.

Employment Duration and Responsibilities:

Specific Roles: Confirm the specific roles and responsibilities the driver had, including the types of loads handled and routes covered.

Reason for Leaving: Understand why the driver left previous employment, which can provide insights into reliability and job performance.

Driver File Checklist

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Certificate of Road Test



CERTIFICATE OF ROAD TEST



The Certificate of Road Test is a crucial document in the trucking industry that certifies a commercial vehicle driver has successfully completed a road test and demonstrated the ability to operate a commercial vehicle safely and competently. This certificate is mandated by the Department of Transportation (DOT) under Federal Motor Carrier Safety Regulations (FMCSR), specifically part 391.31.

Driver File Checklist

Template



DRUG & ALCOHOL POLICY



The Drug and Alcohol Policy for truck drivers is a crucial element of regulatory compliance and safety management within the trucking industry. This policy is primarily guided by regulations set forth by the Federal Motor Carrier Safety Administration (FMCSA), part of the U.S. Department of Transportation (DOT). Its primary goal is to prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances.

Driver File Checklist

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Application for Employment



Driver File Checklist

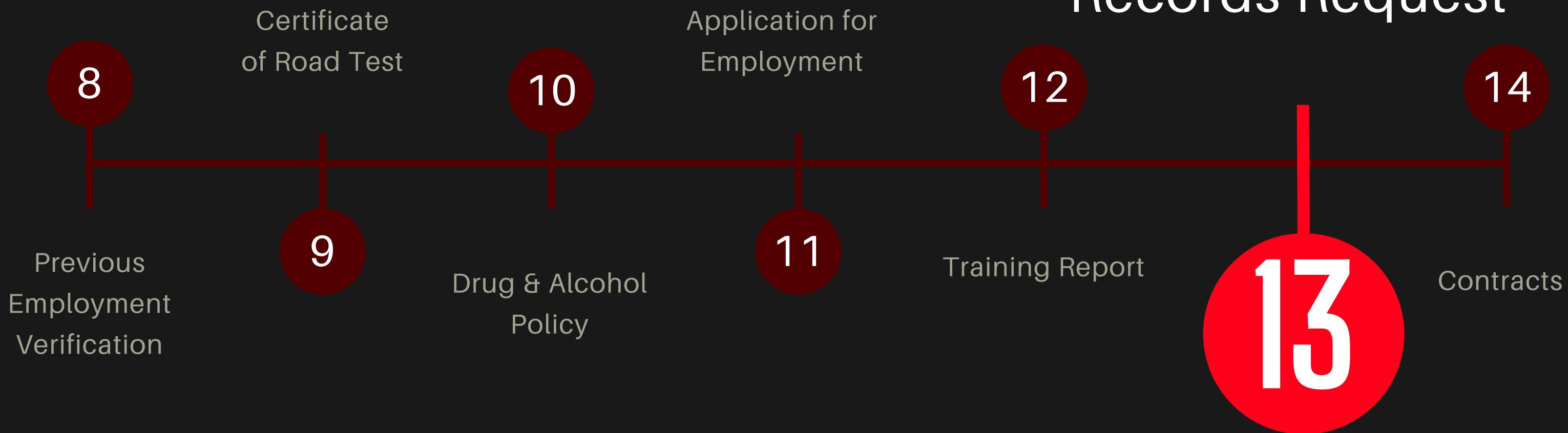
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Driver File Checklist

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Safety History Records Request



SAFETY HISTORY RECORDS REQUEST



The Safety History Records Request is a vital process in the trucking industry, primarily used by employers to assess the safety performance of potential and current truck drivers. This process involves gathering and reviewing various safety-related records to ensure that drivers meet the necessary safety standards. These records help manage risk, improve safety practices, and comply with regulatory requirements.

Components of SHRR

Driving Records (MVRs): Includes citations, tickets, accidents, license suspensions, and other driving-related information.

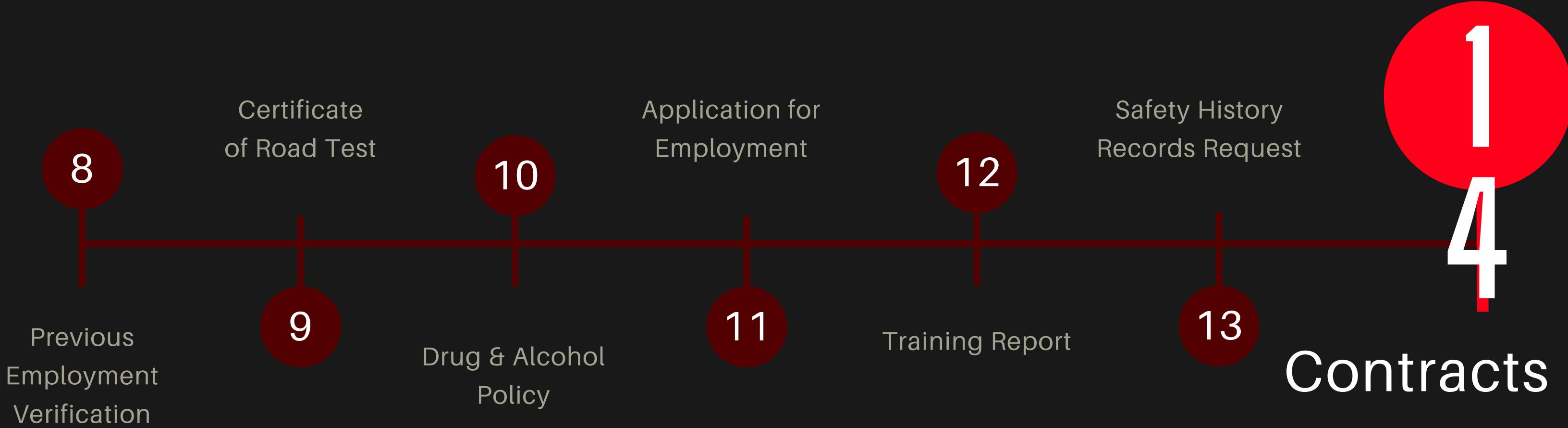
Previous Employer Records: Under DOT regulations, prospective employers must inquire with the applicant's former employers from the last three years to obtain details about the driver's employment history

Accident Reports: Details about any accidents the driver has been involved in, typically collected from previous employers or insurance claims.

DOT Drug and Alcohol Clearinghouse:
Employers must query the Clearinghouse as part of pre-employment checks and annually for current employees.

Driver File Checklist

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Driver File Checklist

Template

Annual MVR

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16

Annual Certificate of
Violation

17

Warning Notice

18

Termination
Letter

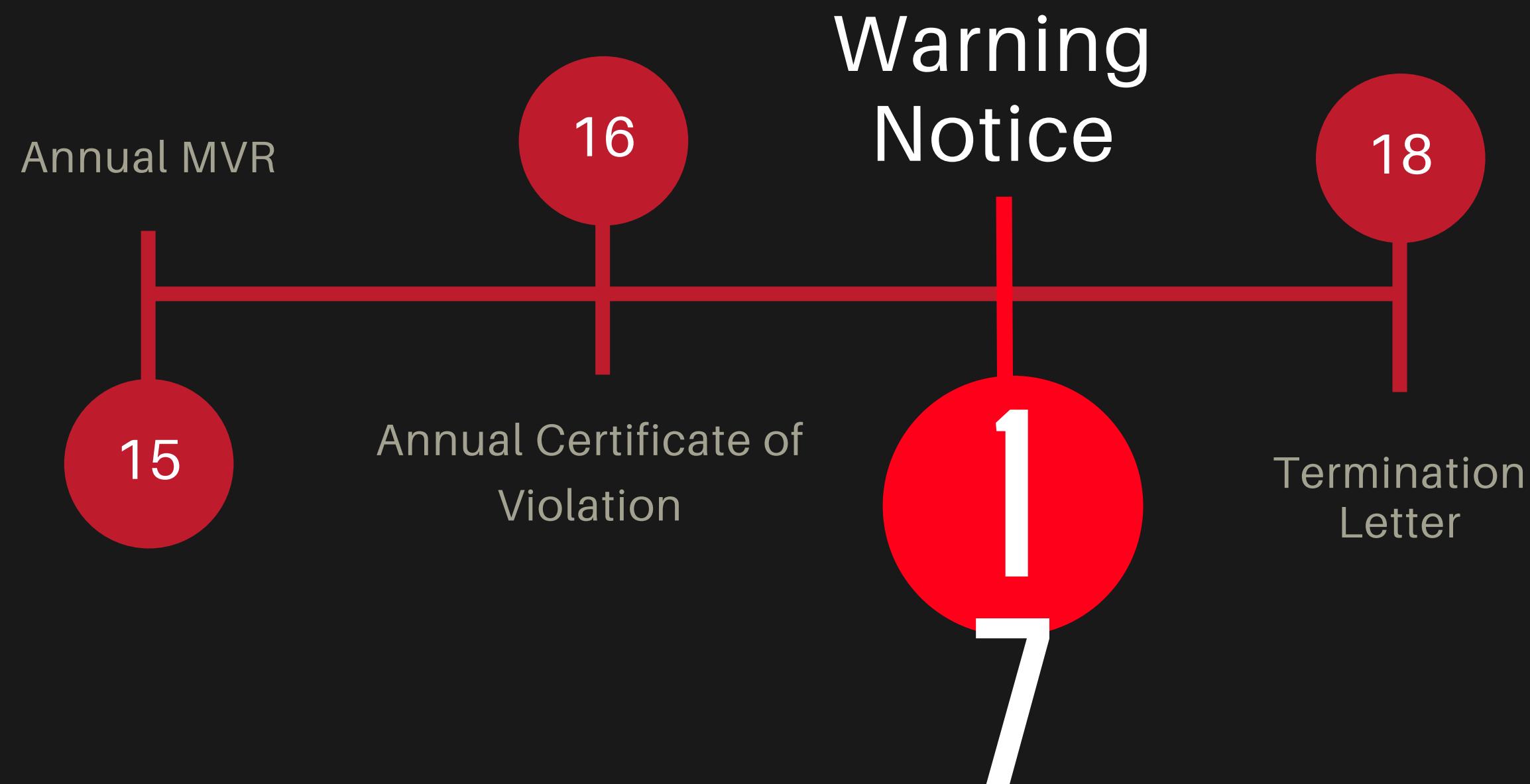
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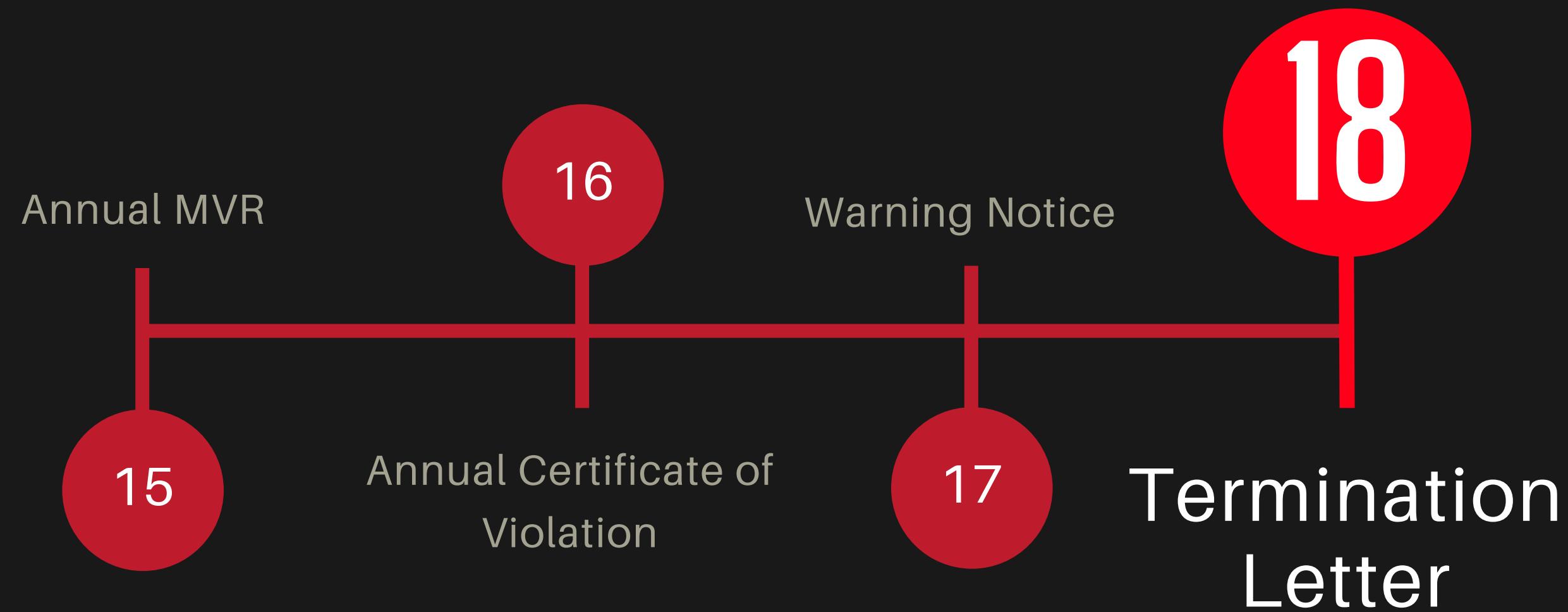
Driver File Checklist

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Driver File Checklist

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NEXT: LESSON 2 - ALL ABOUT DRIVERS



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