

DRIVER FILE CHECKLIST

Name: _____
 Address: _____
 Postal Code: _____
 Phone: (H) _____
 (C) _____

S.I.N.: _____
 Start Date: _____
 Birthday: _____
 Email: _____

QUALIFICATIONS				
Certificate Level:				
Certificate #				
Class 2 with S Endorsement (Bus) or 4 (Van) Driver License (keep a copy):	Date:	License #:		
First Aid Expiry	Date:	Date:	Date:	Date:

The Driver and the Principal must sign each section below to indicate completion and agreement as applicable;

DOCUMENTS	Date	Manager/Director Signature	Date	Driver Signature
Emergency Form:				
Employment Agreement:				
Orientation:				
Resume/Application in file:				
Staff Handbook (sign- off on policies):				
Intervention Record Check:				
Criminal Record Check (vulnerable sector):				
Benefit Package Confirmation (optional):				
The driver's employment history for the three years immediately preceding the time of the drivers start date				
Copy of the driver's abstract, dated within 30 days of the date of employment or hire (to be updated annually)				

A record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years				
A record of any administrative penalty imposed on the driver under safety laws (if applicable)				
A record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws				
The Driver has received training, orientation, understands and agrees to follow the company's Safety & Maintenance Program and all contained there in, including but not limited to safe vehicle operation, Traffic Safety Act and relevant transportation safety laws, Hours of Service, Inspection requirements, other regulations as applicable to company operations and any other laws (e.g. Occupational Health and Safety				

- Note that a record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta

EVALUATIONS	Date	Date	Date	Date	Date	Date
Self- Evaluation:						
Driving Performance Evaluation (first evaluation upon hiring, annually thereafter):						