

INITIAL HIRE PROCEDURES FOR DRIVERS

QUALIFICATIONS

Application

Each potential employee shall complete a written application.

Interviews

The Executive Director and supervisor shall interview each potential employee.

Physical Requirements

No person shall be drive, require or permit any person to drive any vehicle in the service or transporting clients or on agency business unless the driver possess the following minimum qualifications.

- a. Mental and Physical Conditions – Drivers shall be in sound physical and mental condition. Drivers shall not have physical or mental defects or limitations likely to interfere with safe driving, passenger assistance or emergency activities, in the opinion of the party responsible for hiring or supervising drivers and the and the physician performing the driver’s physical examination. The driver must be physically capable of assisting persons with disabilities including wheelchair users if the job duties require it.
- b. Eyesight – Drivers must have vision in both eyes, normal depth perception, normal peripheral vision and be free of any disease or condition that could impair vision. Drivers must have 20/40 vision in each eye with or without corrections, and 140 degrees or better horizontal vision. Drivers must be able to distinguish between green, red and yellow.
- c. Hearing – Drivers shall have adequate hearing to assure safe response to vehicle horns, emergency vehicle sirens, and train signals.
- d. Alcohol, narcotics and drugs – Drivers shall be addicted to the use of alcohol, narcotics or habit-forming drugs. Drug and alcohol tests shall be conducted in accordance with State and/or Federal Regulations.
- e. Doctor’s Physical Examination – The Director shall have and keep on file a certificate of Physical Examination given with twelve (12) months prior to employment, signed by a qualified, licensed physician, for every driver in the organization’s employment, attesting that such a doctor has examined said driver and found him/her to meet satisfactorily the qualifications set forth in applicable State and/or Federal Regulations.

Age

Drivers shall be at least twenty-one years of age.

Knowledge of English

Drivers shall be able to read, write and speak the English language.

Driver Licensing

Drivers transporting people shall hold a valid NC Driver's License or Commercial Driver's License as appropriate. An original, not a copy of the Bureau of Motor Vehicle (DMV) report issued within the past ten (10) days must be produced before the potential employee is considered for hire. (See qualification criteria below). **In no case will an individual be given a road test, placed in training or allowed to operate an agency vehicle without a DMV check that is in compliance with this policy and has been approved by the Executive Director.**

These criteria include:

- Good driving record with no Driving While Intoxicated (DWI), Driving Under the Influence (DUI) or similar charges, reckless driving, railroad crossing violations or leaving the scene of an accident offenses.
- No more than a total of two moving violations or accidents within the last three years.
- No suspended or revoked licenses within the past 10 years for moving violations or violations of criminal laws.
- Any combination of violations, unfavorable road observations or accidents that indicates a pattern of unsafe vehicle operation behavior, whether on or off the job.
- Minimum of five years driving experience.

Operating Skills

Drivers shall have experience in safely driving some type of motor vehicle (including private automobile) for not less than five (5) years, including experience throughout the four seasons.

Criminal Record Checks

An original criminal record check, issued within the past 10 days, shall be obtained as part of the application process. Persons with felony convictions of any sort are unacceptable. Other unacceptable convictions include crimes of violence, drug usage or sales, physical abuse, fraud or theft. A pattern of unlawful behavior shall also disqualify an applicant.

Ability to perform simple math.

Reasonable knowledge of the service area and ability to read basic maps.

A road test given by a designated Agency Supervisor is required.

A written driving skills test is required.