

Transportation Demand Management
New Hire Checklist

Employee Name: _____
Hire Date: _____

Information Needed by Department
To meet file and process requirements

Pre Hire CHECKLIST #1

- ☐ Applicant Intake
- ☐ Interview / Decision to Hire
- ☐ Course Status
- ☐ IMG Online Training (enrolled)
- ☐ TDMOES enrolled
- ☐ CTS Status
- ☐ CTS completed (_____)
- ☐ TDMOES Completed (_____)
- ☐ IMG Completed (_____)
- ☐ Live Training Status
- ☐ Logging
- ☐ FAM hotels and MSC
- ☐ Casino and highway
- ☐ Wheel Chair Lift
- ☐ Maintenance
- ☐ Snow, Chain and Winter Drive

Personell Items needed

- ☐ Application of Employment
- ☐ D & A Policy (Code of Conduct)
- ☐ Reimbursment Document
- ☐ Fuel Card Receipt
- ☐ Uniform/Image Policy
- ☐ Criminal Back Ground
(Sent Date: _____)
- ☐ Criminal Back Ground
(In file Date: _____)
- ☐ Evaluations / Reviews
- ☐ Exit Interview
- ☐ Completion Drive Test
- ☐ MVR auth document

DOT Items needed

- ☐ Application of Empl. COPY
- ☐ D & A Policy (Code of Conduct)
- ☐ Certificate of Compliance
- ☐ Pre-Emp MVR Record
(Exp _____)
- ☐ CDL Copy (exp. _____)
- ☐ MEC Card (exp _____)
Doctor Cert. (_____)
- ☐ Form 49 CFR / References
- ☐ Pre-employment drug test
(Sent Date: _____)
- ☐ Pre-emp. Test Verified
(Verif. Date: _____)
- ☐ FMCSR Receipt
Book Given to employee (_____)
- ☐ Road Test
- ☐ PSP (Background check)
(In file Date: _____)
- ☐ Correct Drug Pool Check
(Verif. Date: _____)
- ☐ Previous seven days doc.

Payroll Items Needed

- ☐ PAN Form (personell action form)
- ☐ W-4 Support Document
- ☐ I-9 Support Document
(Filled out by supervisor only)
(ATTENTION to Section 2)
- ☐ Auto Deposit Forms (opt)
- ☐ Passport or Enhanced Drivers
License? (opt)

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Check = Complete or N/A

Drivers require ALL FOUR

Office and Wash Crew require THREE