A GOFF LIMOUSINE & BUS COMPANY LLC HIRING CHECK LIST

Name:		Cell Phone:		Email:						
Hire Date:	Ap	oplication Date: _		Livery Employee II	D#					
Charlottesville / Richmond / Lexington / Norfolk / Northern Virginia / Minnesota / Other										
Position Type:	CDL	Non-CDL	Office	Management	Maintenance					

MARK THE CHECKBOX WHEN THE RESULTS ARE REVIEWED & COMPLETE

Item	Notes	✓
2 INITIAL APPLICATION ITEMS		
Initial Response and Correspondence		
CDL D & A Request as applicable		
CDL FMCSA Consent Form		
Drivers License - Clear Copy		
Employment Application		
PA Post Insurance Company Driving Record Release		
Pay Plan – Add Date of Plan Here:	_	
Previous Employer Request		
SmartStart Consent and Disclosure		
x Sample Chauffeur & Bus Captain Guidelines		
x Summary of Rights under Fair Credit Reporting Act		
Phone Interview Appointment Set - Date of Appointment	_	
Phone Interview Appointment Conducted By	_	
3 POST PHONE INTERVIEW ITEMS		
CDL Medical Card (if applicable) - Clear Copy		
Certification of Violations		
I-9 Pages 8 & 9		
Social Security Card or Guest Worker Card or Passport - Clear Copy		
VA-4 or other State Withholding		
W-4		
4 PRE-HIRE ITEMS		
- Offer of Employment Letter		
A Goff Limousine & Bus Co (SOP) & Policies		
Acknowledgement of Receipt and Agreement to Perform		
Affordable Care Act Notice		
CDL Safety Sensitive Drug and Alcohol Policy		
Complete Dedication Policy		
Distracted Driving Policy		
Drug Test Form and Locations		
Drug Screening Program Documentation as applicable		
Emergency Contact Form		
Moving Traffic Violation Agreement		

Non CDL Non Safety Sensitive Drug and Alcohol Policy	_
Previous Employer Results	_
Pre-Employment Drug & Alcohol Results	4
Probationary Period Acknowledgement	4
PSP Results	4
Road Test Certification	4
Sexual Harassment Policy	┷
SmartStart Results	
5 POST HIRE ITEMS	
Direct Deposit Form	
Door Codes	\perp
Fuel Card PIN #'s	
Livery Agreement Setup	
Livery Employee Scheduling Setup	
Phone Contact List	
QuickBooks Setup	
Random Drug Program Setup	
Workers Comp Contact Info	
6 TRAINING ITEMS	
Bus Captain Manual	
Chauffeur Manual	
Inspection Checklists	
ANNUAL RENEWAL ITEMS YEAR	
Annual Review	
Emergency Contact Form	
Moving Traffic Violation Agreement	
DEPARTURE ITEMS	
Exit Interview	
Referral Letter	
Reference Request Data and PSP Report Prepared	
Date of Final Departure	

Notes:		