



# Driver Screening Checklist

Organization Name \_\_\_\_\_

If your ministry owns or operates vehicles, it's important to develop a strict driver eligibility policy. Screening drivers before they get behind the wheel is critical to ensuring that those in your care are transported safely. The following questions can help you screen driving candidates.

	Yes	Needs Attention
1. Does each driver hold a valid state driver's license?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does each person who drives a bus or large van (16+ people) hold a valid commercial driver's license in accordance with applicable state laws?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you avoid using drivers under age 21?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you obtain candidates' driving records and insurance coverage information?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you avoid using drivers who have reckless driving citations or multiple moving violations?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you train drivers on backing up, loading/unloading passengers, handling breakdowns, evacuation, passenger behavior, refueling, and conducting safety checks?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have written proof that drivers have received behind-the-wheel training and practice handling large vans or buses?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have at least one primary qualified driver for each vehicle your ministry owns?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you keep a list of all approved, trained drivers?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you avoid putting people who are not on your drivers' list behind the wheel?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: \_\_\_\_\_

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

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