**Transportation Department**

# Personnel Data – Check Sheet

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

|  |  |  |
| --- | --- | --- |
| Driver Name: |  | |
| Driver License Number |  | |
| Social Security Number |  | |
| Date of Birth |  | |
| Telephone Number |  | |
| Date of Hire |  | |
| REQUIRED ITEMS |  | |
| Physical Exam |  | |
| CDL (Expiration Date) |  | |
| Course Enrollment Card (white) |  | |
| Course Completion Card (yellow) |  | |
| Continuing Education Certificate (green) |  | |
| Criminal Records Check | ICHAT | Fingerprinting |
| Driving Record Check | Initial | Added to State list |
| Unprofessional Conduct Check |  | |
| Drug/Alcohol Screening | Initial | Added to Pool List |
| Driver Handbook |  | |
| Employment Application |  | |
| Certificate of Road Test (copy) |  | |
| Universal Precaution Video & Info. |  | |
| Hepatitis B Information |  | |