**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 |  |