TEST COMPANY
Non-Emergency Medical Transportation
9416 Smokey Bear CT, Bristow, Virginia 20136
Office: 2020000000

DRIVER HIRING REQUIREMENTS & VEHICLE ASSIGNMENT

Version 1.0

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Hiring Requirements

Every item below must be verified as received and current before the driver's first assignment. Expiration dates are entered where applicable and added to the credential tracking log.

- Valid state driver's license (age 21+)
- Current driving record — 39-month MVR (clean)
- State criminal background check
- Navajo Nation contracts only (required when the company serves the Navajo Nation):
- Navajo Nation and federal criminal background checks
- Driving record from the DMV of every other state where the company provides service
- Fingerprint clearance card from every other state where the company provides service
- Yearly proof of training: defensive driving, emergency procedures and First Aid/CPR, vehicle orientation and pre-transport inspection, HIPAA passenger confidentiality, and a state fingerprint-based background check
- Class C CDL from every state of operation — only for vehicles seating 16 or more including the driver (not needed for regular vans and sedans)
- Pre-employment drug test
- Defensive Driving certificate
- Level One Fingerprint Clearance Card
- ADOT physical exam for drivers
- First Aid card
- CPR card
- HIPAA certificate
- PASS certification (Passenger Assistance)
- Company ID with Dash ID
- All required employment documents completed (application, agreements, W-4, A-4, I-9)
- Direct deposit bank account information received

Assigned Vehicle & Job Tools

When a vehicle is assigned, the following details are recorded and kept current in the personnel file: vehicle year / make / model, VIN, license plate, fuel card number, registration expiration date, insurance expiration date, company phone / GPS device, and keys issued.

This list drives the onboarding checklist in the portal — each item is tracked live, ticks itself when the matching document is signed or uploaded, and is verified by a manager before the first assignment. The record is updated whenever the vehicle assignment or credentials change.