

Reference Checks

A check should be made with previous employers to develop information about the driver's general character and professional ability. Factors such as length of employment; job performed including operation of vehicles; accident record; ability to get along with others; and whether the previous employer would re-hire the individual should be included.

This check can be accomplished by a telephone interview, a letter, or a personal visit. The driver's file should verify that these checks were made with a record of the responses received.

A sample Telephone Reference Check follows with pertinent information to ask during the call and a script to make the process go smoothly.

Driving Reference Check

Name of Applicant _____ Date: _____

Name of Reference: _____

Address: _____

Phone Numbers: _____

Hello, my name is _____, (first and last name)

with _____ (name of organization).

_____ (applicant's first and last name), has applied for a position with us and said you might be able to tell us about his/her previous work experience with your organization.

Is this a good time for you to talk with me? I would like to start by letting you know that

_____ (applicant's name) has applied for a position working with our organization and would be driving for us. It is extremely important for us to make sure that every applicant we hire is suitable for this type of position. I appreciate your help with this.

1. How long have you known _____? _____
2. What type of work did _____ do? _____
3. How well did _____ get along with others? _____
4. Did they operate any vehicles? _____
5. What type of vehicles? _____
6. Did _____, have any accidents or mishaps while driving? _____
7. Would you consider re-hiring _____? _____