

Interview Topic / Question Checklist

Driving should be listed as an essential job function on the job description for any employee who will be driving a motor vehicle as part of their normal job duties.

- Attribute: Experience operating the type(s) of vehicle your organization uses.
 - Interview question: What type of vehicles have you operated in the past?
- Attribute: Experience operating vehicles in the environment where your organization operates.
 - Interview question: What environments (dense urban, rural/dirt roads, suburban) do you have commercial experience with driving vehicles.
- Attribute: Experience with pulling trailers. This only applies if your organization uses trailers
 - Interview question: What type of trailers, and equipment, do you have experience pulling?
- Attribute: Good driving record.
 - Selection Criteria: Pull MVRs for all driving employees. Contact your agent or insurance company if you need assistance.
- Attribute: Ability to safely operate your vehicle
 - Selection Criteria: Perform a road test where the candidate will demonstrate his/her proficiency as a driver.
- Attribute: Does the driver have previous commercial driving training?
 - Interview question: Tell me about any driver training you have received in the past such as defensive driving, smith system training, etc.
- Attribute: Agreeable with company driving policies
 - Interview question: Discuss your vehicle/fleet policy with the candidate and ask them if they are okay with cameras in their vehicle.

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