

***Hemet Unified School District
Transportation Department
New Hire***

Personnel Checklist:

Employee Name

Date

- ☐ Drug and Alcohol Policy w/Certificate of Receipt
- ☐ Transportation Handbook w/Certificate of Receipt
- ☐ 49 CFR – Part 40.25
- ☐ Pull Notice Program
- ☐ Copy of Credentials
 - ☐ Driver License
 - ☐ Special Certificate
 - ☐ First Aid Card
 - ☐ Medical Card
- ☐ T01
- ☐ T02
- ☐ T03
- ☐ Employment Verification
- ☐ H6 – DMV Report
- ☐ Copy of Application
- ☐ Proficiency (completed by Mike/Trainer) Date: _____.
- ☐ AMC List (need to be added w/social security #)
- ☐ Add to Personnel Database