

**A GOFF LIMOUSINE & BUS COMPANY LLC  
HIRING CHECK LIST**

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Application Date: \_\_\_\_\_ Livery Employee ID# \_\_\_\_\_

Charlottesville / Richmond / Lexington / Norfolk / Northern Virginia / Minnesota / Other

Position Type:      CDL              Non-CDL              Office              Management              Maintenance

**MARK THE CHECKBOX WHEN THE RESULTS ARE REVIEWED & COMPLETE**

Item	Notes	✓
<b>2 INITIAL APPLICATION ITEMS</b>		
Initial Response and Correspondence		
CDL D & A Request <i>as applicable</i>		
CDL FMCSA Consent Form		
Drivers License - Clear Copy		
Employment Application		
PA Post Insurance Company Driving Record Release		
Pay Plan – Add Date of Plan Here: _____		
Previous Employer Request		
SmartStart Consent and Disclosure		
x Sample Chauffeur & Bus Captain Guidelines		
x Summary of Rights under Fair Credit Reporting Act		
Phone Interview Appointment Set - Date of Appointment _____		
Phone Interview Appointment Conducted By _____		
<b>3 POST PHONE INTERVIEW ITEMS</b>		
CDL Medical Card (if applicable) - Clear Copy		
Certification of Violations		
I-9 Pages 8 & 9		
Social Security Card or Guest Worker Card or Passport - Clear Copy		
VA-4 or other State Withholding		
W-4		
<b>4 PRE-HIRE ITEMS</b>		
- Offer of Employment Letter		
A Goff Limousine & Bus Co (SOP) & Policies		
Acknowledgement of Receipt and Agreement to Perform		
Affordable Care Act Notice		
CDL Safety Sensitive Drug and Alcohol Policy		
Complete Dedication Policy		
Distracted Driving Policy		
Drug Test Form and Locations		
Drug Screening Program Documentation <i>as applicable</i>		
Emergency Contact Form		
Moving Traffic Violation Agreement		

