

## HIRING OF A DRIVER

### DOCUMENTS TO BE ADDED TO THE PERSONAL FILE OF \_\_\_\_\_

Driver's name

- **Copy of the driver's license** 

(Pursuant to section 41 of the *Regulation respecting the hours of driving and rest of heavy vehicle drivers* and FMCSR Part 391.51 (3) and 391.33).

**NOTE** : When renewed, add a copy of the new document to the file.

**Record keeping** : Until the destruction of the file.


**Date inserted:** \_\_\_\_\_

- **Copy of the driver's driving record** 

**NOTE** : Quebec : It is important to check the validity of the driver's license once every 6 months. This can be done through Internet at : <http://www.saaq.gouv.qc.ca/saaqclie/en/public/checkdriverlicence/index.php> or use the forms developed by the SAAQ, or ask the driver to provide the information that is needed.  
U.S.A. : The driving record must be checked at least once a year with the issuing authority.

**Record keeping** : In accordance with the U.S. rules, the first copy of the driving record obtained (upon hiring) needs to be kept until the destruction of the file.

**Date inserted:** \_\_\_\_\_

- **Copy of the dangerous goods transportation training certificate (if applicable)** 

(Pursuant to the Transportation of Dangerous Goods Regulation and FMCSA).

**NOTE** : This certificate is valid for 36 months.  
When expired, retrain and add a copy of the new certificate to the file.

**Record keeping** : 2 years as of the expiry date of the certificate or of end of service of the driver

**Date inserted:** \_\_\_\_\_

- **Proof of lack of a criminal record (if applicable)** 

(Document certifying the compliance with the « Custom border protection and Immigration », section 212 of the United States specifically for the drivers operating in the United States. See appendix for procedures. It is recommended to ask for that proof once a year. A search into the docket book adequately encounters requirements to avoid the ban of the driver in United States.)

**Date inserted:** \_\_\_\_\_