


NEW HIRE CHECKLIST

These tasks must be completed before you are able to drive and train, so complete the checklist before your first day.

№	TO DO	
1	Check for an email from First Advantage to complete your drug test and DOT physical.	
2	Complete your Drug Screen and DOT Physical	
3	<u>Local Hires – Fill out this Google Form</u>	
	DO NOT CONTINUE WITH THE CHECKLIST UNTIL YOU HAVE CONFIRMATION THAT YOU HAVE PASSED YOUR DRUG SCREEN AND COMPLETED THE DOT PHYSICAL.	
5	Check your email for i9 and w2 forms – fill them out	
6	Read and sign the driver handbook – sent to you via email	
7	<u>Complete this Uniform Order</u>	

If you have any questions you can reach to kae@imtrucking.org or text (405) 412 - 1633.

You should receive a response within 12-24 hours.