

#### TOOL FOR DRIVER SELECTION AND TESTING

It is of extreme importance to properly select and test the drivers that are being hired. It is recommended to take the following steps during the selection and hiring process:

### **Step 1: Recruitment**

- Define Terms of Reference
- Publish vacancy and ask candidates to send both a CV and references



# **Step 2: First selection**

- Select several suitable candidates who have a min. of 3 years experience
- Check references and drivers licences



# **Step 3: Testing the skills**

- Test driving skills
- Test mechanical skills
- Test language or other skills (First Aid?) if required



#### **Step 4: Medical test**

- Eyesight
- Medical examination



## Step 5

Police clearance (when possible)



## Step 6: Hire candidate

- Sign contract
- Detailed explanation of rules, working methods etc.



### Add. Step 2

Probably more than any other position, it is vital that references are checked and are very good before a job is offered. This also enables you to verify the length of driving experience.

### Add. Step 3

It is extremely important that drivers are tested on both their driving and their mechanical skills. It is important to keep the following in mind:

- It is important that the driver is able to drive defensive, without losing his assertiveness.
- It is important that the driver is able to perform basic mechanics, like changing tyres, and performing daily and monthly checks without ny problem.
- When testing, use the type of vehicle the driver is going to drive and drive on the terrain of the proposed workstation.

### Add. Step 4

It is of importance that drivers are medically checked. A medical check needs to be performed by a recognised doctor. It is recommended that the hiring organisation pays for the medical check. In addition to that, drivers need to be able to read a numberplate from a pre-defined distance. If professional eyet esting is available this is an option worth considering and getting a certificate issued.