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 any 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 recognized doctor. It is recommended that the hiring organization 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 eye testing is available this is an option worth considering and getting a certificate issued.