

Hire a CDL Employee

Hiring a CDL employee involves unique steps. This job aid will help you navigate the process.

Scenario 1: New hire with CDL

Step A: Red Flag concurrence

Step B: HR conducts background and driver's license check

Step C: HR does pre-employment query.

1. HR Analyst sends employee's name, date of birth and driver's license number to Leave and Benefits Assistant.
2. Hiring Manager refers employee to [Clearing House](#) to register for clearing.

Step D: Drug testing

1. Hiring Manager calls 608-819-8383 to schedule test with 24/7.
2. Contact CDT to schedule a drug test. Email abby@cdtsolutions.com or call at 800-440-3784 ext. 215 (Abby) or 210 (Patti).
3. Submit a test notification form to CDT with
 - Applicant's name
 - ID #
 - Reason for test (pre-employment drug testing)
 - Type of test
 - Collection site
 - Date/time of test



Remind employee not to over prepare for this test. Only a small amount of urine is required, and drinking a lot of water ahead of time can result in a dilute specimen. Dilute results will be read as positive test results.

4. The Leave and Benefits Assistant will send Hiring Manager the drug test results.

Step E: Alcohol test on orientation day

Step F: Orientation

1. Employee watches CDL training video about drug testing and fills out acknowledgment form.
2. Employee fills out limited annual query consent form.

Scenario 2: New Hire Without CDL

Step A: Red Flag concurrence.

Step B: HR conducts background and driver's license check.

Step C: Employee goes through orientation and begins work as a non-CDL employee or provisional hire.

Step D: Once employee obtains their CDL, proceed to steps C-E listed in scenario 1.

