



Onboarding a NEW Driver

Details

Applications

Interview Questions

Pre-Rated Incidents

Custom Forms

Custom Tasks

Integrations

Terminals

Truckings

Vendors

 Edit company

Save company

Cancel changes

DEMO DEMO.

Steps to take before utilizing DQM's onboarding guide:

Select Company, and Select 'Edit Company' to edit

1. Setup and Enable Custom Applications
2. Setup Interview Questions
3. Build Internal Docs using Custom Forms/Tasks
4. Setup "Truckings" to make employment history simple for applicants

This is your onboarding/applicant guide.

Right from the dashboard you have real-time visibility of applicants interested in a position at your company.

Applicants pending		
In Progress	21	Applications Still In Progress
Submitted	6	Applications Fully Complete
Interview	8	Pending an Interview
Road Test	5	Pending Road Test
Safety Review	0	Safety Review
HR Review	0	HR Review
Final Review	3	Final Review
Pending Offer	0	Send Offer Letters
On Hold	0	HOLD
Returning Drivers	7	Seasonal Re-hires

By selecting your Applicant Tab, you can use filters to find the applicant you are looking for or click on the headers to re-sort how they are listed



Selected terminal: All ▾

Applicants

Drivers Orders Tasks Users Company ⚙️ ? ↻

Filter ▾ Actions ▾

- Application Status
- In Progress
- Submitted
- Interview
- Road Test
- Safety Review
- HR Review
- Final Review
- Pending Offer
- On Hold
- Archived
- Not Hired
- Application Status
- CDL
- Non-CDL
- Administrative
- Warehouse
- Other
- Is returning driver?
- Yes

	Last name	DL #	App. type	Status	Email	Phone	Created at
	Fresh	F5577899	CDL	In Progress	suziefresh@im4trux.com		11:59 am 8/14/2023
	Dale	F7789900	Warehouse	In Progress	devindale@im4trux.com		10:33 am 8/14/2023
	Smith	F7789999	Warehouse	Submitted	sandysmith@im4trux.com		11:10 am 8/10/2023
	Dehousen	F5862478	Warehouse	In Progress	charlesd@noemail.com		11:07 am 8/14/2023
	Delange	F4856932	Warehouse	HR Review	lotsofcats@yahoo.com		09:40 am 8/14/2023
	James	K0934234	Administrative	In Progress	taylorjames@im4trux.com		09:29 am 8/14/2023
	Thorn	F7789999	Administrative	In Progress	joethorn@im4trux.com		08:16 am 8/14/2023
	Roe	F8527418	Administrative	In Progress	mike@dirtyjobs.com		06:58 am 8/14/2023
	Train	F7789665		In Progress	thomastrain@im4trux.com		09:15 am 1/17/2023
	Ross	M1234543212		Submitted	supremes@im4trux.com		02:05 pm 8/28/2023
	Robinson	L0004129		Submitted	stanley@im4trux.com		08:09 am 2/3/2023
	Simpson	F12345678955		Interview	eatmyshorts@hotmail.com		10:34 am 5/24/2023
	Guard	F7789900		Road Test	jamesguard@im4trux.com		11:28 am 7/28/2023
	Consuela	D1234567		Final Review	princess@im4trux.com		08:28 am 5/24/2023
<input type="checkbox"/>	Jacob	T9090903		In Progress	drivertest6@im4trux.com		06:53 am 2/21/2022

Filter ▾ Actions ▾

	First name	Last name	DL #	App. type	Status	Email	Phone	Created at
<input type="checkbox"/>	Rose	Dawson	F7894563	CDL	In Progress	rosedawson@im4trux.com		10:34 am 8/14/2023
<input type="checkbox"/>	Suzie	Fresh	F5577899	CDL	In Progress	suziefresh@im4trux.com		11:59 am 8/14/2023
<input type="checkbox"/>	Charles	Dehousen	F5862478	Warehouse	In Progress	charlesd@noemail.com		11:07 am 8/14/2023
<input type="checkbox"/>	Devin	Dale	F7789900	Warehouse	In Progress	devindale@im4trux.com		10:33 am 8/14/2023
<input type="checkbox"/>	Taylor	James	K0934234	Administrative	In Progress	taylorjames@im4trux.com		09:29 am 8/14/2023
<input type="checkbox"/>	Mike	Roe	F8527418	Administrative	In Progress	mike@dirtyjobs.com		06:58 am 8/14/2023
<input type="checkbox"/>	Joe	Thorn	F7789999	Administrative	In Progress	joethorn@im4trux.com		08:16 am 8/14/2023
<input type="checkbox"/>	Kathleen	Cat	C2345678		In Progress	kc@im4trux.com		02:41 pm 12/20/2022
<input type="checkbox"/>	Emmily	Buch	L8989898		In Progress	testing1234		01:16 pm 1/3/2023

same view visibility

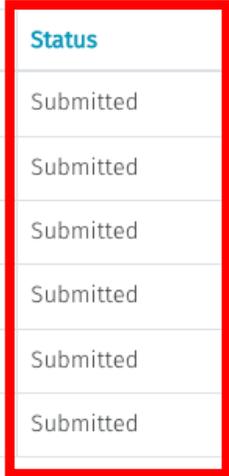
When an application is in progress, your recruiting team has instant access to see how much of the application has been completed so far.

This provides an opportunity to contact the prospective applicant and assist them through the rest of their application!

Filter ▾ Actions ▾



		First name	Last name	DL #	App. type	Status	Email	Phone	Created at
<input type="checkbox"/>		Jordan	Smith	F0000099		Submitted	jordansmith@im4trux.com		10:38 am 7/10/2023
<input type="checkbox"/>		James	Guard	F7789900		Submitted	jamesguard@im4trux.com		11:28 am 7/28/2023
<input type="checkbox"/>		Bill	Yard	F7789900		Submitted	billyard@im4trux.com		08:00 am 8/9/2023
<input type="checkbox"/>		Sandy	Smith	F7789999	Warehouse	Submitted	sandysmith@im4trux.com		11:10 am 8/10/2023
<input type="checkbox"/>		Karen	Delange	F4856932	Warehouse	Submitted	lotsofcats@yahoo.com		09:40 am 8/14/2023
<input type="checkbox"/>		Dee	Ross	M1234543212		Submitted	supremes@im4trux.com		02:05 pm 8/28/2023



< « 1 » >

When an application is in a submitted status, you can be confident that it is DOT Compliant, fully completed by the driver with all signatures/permissions, and ready for an admin to review!

Preferred terminal

Information

First name

Dee

Middle name

Last name

Ross

Reviewed?

Cell number

530-194-4444

Email

supremes@im4trux.com

Date of birth

03/26/1944

SSN

xxx-xx-4444

DL State

MI

License type

Class A

Drivers licenses no

M1234543212

Endorsements

Hazardous Materials (H)

Tank Vehicles (N)

DL Exp.

03/26/2024

Medical card exp.

08/28/2024

Previous driver licenses

Driver licenses no

I certify that I do not have more than one motor vehicle license and shall at any time have more than one driver's license".

Residency History (Minimum of 3 Years)

Table of contents

- Information ✓
- Uploads
- Accidents & Citations
- Controlled Substances & Alcohol
- FMCSA Pre-Employment Screening Authorization (PSP)
- Employment & Commercial Driving History
- Education History
- References
- Company Questions
- Verify

Status: Submitted ▾

Order integration

Push back application

Hire applicant

Not hire applicant

View elevated info

As you review each section of the application, mark the 'reviewed?' button in order to stay compliant with DOT Regulations

Uploads

Reviewed?

DOT Clearinghouse Results

Select a file... Browse

Drug and Alcohol Results

Select a file... Browse

Type	Created at	
 Driver licenses front	02:09 pm 8/28/2023	
 Driver licenses back	02:09 pm 8/28/2023	
 Medical Card	02:09 pm 8/28/2023	
 Motor Vehicle Record		

City: Detroit State: MI

Previous residency

Address: City:

Uploads

DOT Clearinghouse Results

Select a file... Browse

Select a file... Browse

Residency length (years)

Reviewed? Browse

Created at

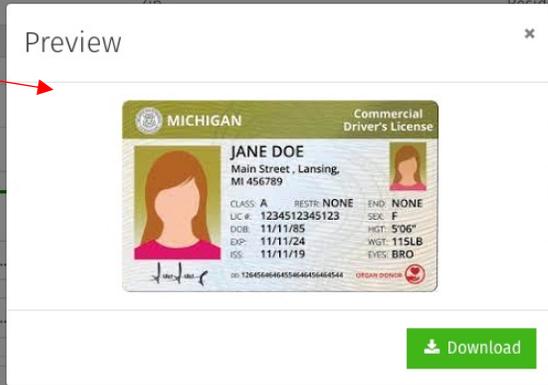
02:09 pm 8/28/2023 

02:09 pm 8/28/2023 

02:09 pm 8/28/2023 

02:09 pm 8/28/2023 

Reviewed?



Preview the uploads by selecting the 'blue paper' icon to ensure the applicant uploaded the requested documents correctly

Table of contents

- Information 
- Uploads
- Accidents & Citations
- Controlled Substances & Alcohol
- FMCSA Pre-Employment Screening Authorization (PSP)
- Employment & Commercial Driving History
- Education History
- References
- Company Questions
- Verify

Status: Submitted 

Order integration

Push back application

Hire applicant

Push application back?

Are you sure you want to push this application back to the applicant?

You will no longer be able to go back and make any changes, until the applicant has submitted the application again.

Reason?

Cancel

Confirm

Table of contents

Information ✓

Uploads ✓

Accidents & Citations ✓

Controlled Substances & Alcohol ✓

FMCSA Pre-Employment Screening Authorization (PSP) ✓

Employment & Commercial Driving History ✓

Education History ✓

References ✓

Company Questions ✓

Verify ✓

Status: Submitted ▾

Order integration

Push back application

References ✓

Company Questions ✓

Verify ✓

Status: Submitted ▾

Order integration

Push back application

Hire applicant

Not hire applicant

View elevated info

Archive application

Review remarks

Print application

Middle name

xxx-xx-9344

License type

Class A

Endorsements

Hazardous Materials (H)

Tank Vehicles (N)

If at any point you notice something wrong/incorrect while reviewing the application, select the push back button to return it, allowing the applicant to make edits.

Once they make the corrections, they can resubmit the application

AUTHORIZATION

If you agree that the Prospective Employer may obtain such background reports, please read the following and sign below: I authorize **VLC DEMO** ("Prospective Employer") to access the FMCSA Pre-Employment Screening Program (PSP) system to seek information regarding my commercial driving safety record and information regarding my safety inspection history. I understand that I am authorizing the release of safety performance information including crash data from the previous five (5) years and inspection history from the previous three (3) years. I understand and acknowledge that this release of information may assist the Prospective Employer to make a determination regarding my suitability as an employee.

I further understand that neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. I understand I may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If I challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. I understand my request will be forwarded by the DataQs system to the appropriate State for adjudication.

I understand that any crash or inspection in which I was involved will display on my PSP report. Since the PSP report does not report, or assign, or imply fault, I acknowledge it will include all CMV crashes where I was a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, I understand all inspections, with or without violations, will appear on my PSP report, and State citations associated with FMCSR violations that have been adjudicated by a court of law will also appear, and remain, on my PSP report.

I have read the above Disclosure Regarding Background Reports provided to me by Prospective Employer and I understand that if I sign this Disclosure and Authorization, Prospective Employer may obtain a report of my crash and inspection history. I hereby authorize Prospective Employer and its employees, authorized agents, and/or affiliates to obtain the information authorized above.

Signature

Dee Ross

Date

08 / 28 / 2023

Employer Signature

Employer Date

mm / dd / yyyy

Employment & Commercial
Driving History

Education History

References

Company Questions

Verify

Status: Submitted ▾

Order integration

Push back application

Hire applicant

Not hire applicant

After verifying the applicant signed and dated the authorization forms, you can instantly use the 'Order Integration' button to expedite and streamline pre-hire background screenings, D/A Tests, and more...

Contact us for more information about our Integrated Partners
530-269-8804

Order

Select one or multiple integrations to order.

eScreen

Drug test

Alcohol test

Physical

Order

Preferred terminal

Information

Reviewed by Demo Testing

First name

Middle name

Last name

Bart Simpson

Cell number

Email

530-225-4478 eatmyshorts@hotmail.com

Date of birth

SSN

05/01/1989 xxx-xx-7544

DL State

License type

IL Class C

Drivers licenses no

Endorsements

F12345678955 Hazardous Materials (H)
 Tank Vehicles (N)
 Passenger Vehicles (P)

DL Exp.

01/22/2026

Medical card exp.

01/05/2502

Previous driver licenses

Driver licenses no

I certify that I do not have more than one motor one driver's license".

Table of contents

- Information ✓
- Uploads ✓
- Accidents & Citations ✓
- Controlled Substances & Alcohol ✓
- FMCSA Pre-Employment Screening Authorization (PSP) ✓
- Employment & Commercial Driving History ✓
- Education History ✓
- References ✓
- Company Questions ✓
- Verify ✓



Once the application has been reviewed in full, select the status drop-down menu to change the status to 'Interview', then select the blue button to begin

Status: Interview ▾

Order integration

Start interview

Hire applicant

Not hire applicant

Applicant Info

Name	Bart Simpson
Address	742 Evergreen Terrace, Springfield, IL 45785
Driver licenses #	F12345678955
Phone	
Last 4 SSN	7544

Interview Info

Interviewer	DEMO DEMO
Date	08 / 28 / 2023
Type	<input checked="" type="checkbox"/> In Person <input type="checkbox"/> Phone

Interview Questionnaire

What do you enjoy about being a driver?

Tell me about a time that things didn't go so well and how did you fix it?

How many years of driving do you have?

Can you elaborate on your accidents history?

general notes

Submit - Schedule Another Interview

Submit - Schedule Road Test

Submit - On Hold

Not Hired

More Interviews
(no limit)Road Test
StatusHold
StatusApp will
be
archived,
and
listed as
not hired

Customize Your Interview Questions under the Company Profile Page BEFOREHAND

Adequately note the applicants' responses, and use the buttons below to select the results of the interview

Filter ▾ Actions ▾

 🔍 ↻

	First name	Last name	DL #	App. type	Status	Email	Phone	Created at
<input type="checkbox"/>	Raymond	Johnson	J0001000		Road Test	rayjohnson34@im4trux.com		08:16 am 12/12/2022
<input type="checkbox"/>	Zacharia	Kingsly	L0909194		Road Test	zacharia598@im4trux.com		12:12 am 12/20/2022
<input type="checkbox"/>	Gonzo	Detail	F7894561		Road Test	gonzodetail@im4trux.com		03:27 pm 1/20/2023
<input type="checkbox"/>	Stanley	Robinson	L0004129		Road Test	stanley@im4trux.com		
<input type="checkbox"/>	Katrina	Bellow	F7789900		Road Test	katrinabellow@im4trux.com		

< << 1 >> >

Page 1 of 1

I hereby certify that this application was completed by me, the applicant, and that all entries on it and information in it are true and correct to the best of my knowledge.

Signature	Date
Stanley Robinson	03/30/2023

Note: A motor carrier may require an applicant to provide information in addition to the information required by the Federal Motor Carrier Safety Regulations.

Interviews

Interviewer: DEMO DEMO
Date: 06/21/2023

Questions:

What do you enjoy about being a driver?
test

Tell me about a time that things didn't go so well and how did you fix it?
test

How many years of driving do you have?
test

Can you elaborate on your accidents history?
test

general notes

- Education History ✓
- References ✓
- Company Questions ✓
- Verify ✓
- Status: Road Test ▾
- Order integration
- Start road test**
- Hire applicant
- Not hire applicant
- View elevated info
- Archive application
- Review remarks
- Print application

Create a trainer login, under users. This user will only have accessibility to conduct road tests.

When ready to conduct a road test with the applicant, select the 'blue paper' icon, then select the "start road test" button.

Name	Stanley Robinson
Address	6840 Main Street, Here, AZ 22315
Driver licenses #	L0004129
Phone	
Last 4 SSN	9344

Select equipment used in test

Truck Type Trailers Forklift? Other?Equipment remarks

Description	Pass	Fail	NA
Pre-Trip Vehicle Inspection - Power Unit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pre-Trip Vehicle Inspection - Trailer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coupling and uncoupling of combination units, if applicable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Placing the equipment in operation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use of vehicle's controls and emergency equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating the vehicle in traffic and while passing other vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Turning the vehicle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Braking and slowing the vehicle by means other than braking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Backing and parking the vehicle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Miles driven Duration of test (minutes) Remarks Examiner signature Exam date

Pass

On Hold

Fail - Not Hired

A 'pass' will generate road test exam & certificate documents for this applicant, automatically

FMCSA Approved Road Test.

Although not DOT mandated, It is highly recommended as best practice to require all new drivers to pass a road test, to ensure they are qualified to handle your companies' valuable assets.

Safety Review	0
HR Review	0
Final Review	3

These three 'review' statuses can be used by department leads/directors to verify they have reviewed the applicants' qualifications & agree to hire them.

Status: HR Review ▾

Order integration

Hire applicant

Not hire applicant

View elevated info

Archive application

Review remarks

Print application

Applicant Remarks

Below are the remarks made on this applicants application.

Review remarks

HR Approves
Safety Approves, sending to Final Review for CEO

Cancel Confirm

Utilize the remarks bucket located in any application to make internal notes to your team regarding this applicant!

Under Pending Offer Status, send a qualified applicant an employment offer letter through the portal!

Filter ▾ Actions ▾

	First name	Last name	DL #	App. type	Status	Email	Phone	Created at
<input type="checkbox"/>	Stanley	Robinson	L0004129		Pending Offer	stanley@im4trux.com		08:09 am 2/3/2023

Filter ▾ Actions ▾ 1 record(s) selected Ⓞ

	First name	Last name	DL #	App. type	Status	Email	Phone	Created at
<input checked="" type="checkbox"/>	Stanley	Robinson	L0004129		Pending Offer	stanley@im4trux.com		08:09 am 2/3/2023

- Select all on this page
- Unselect all on this page
- Select all (Up to 500)
- Select a custom task

Page 1 of 1

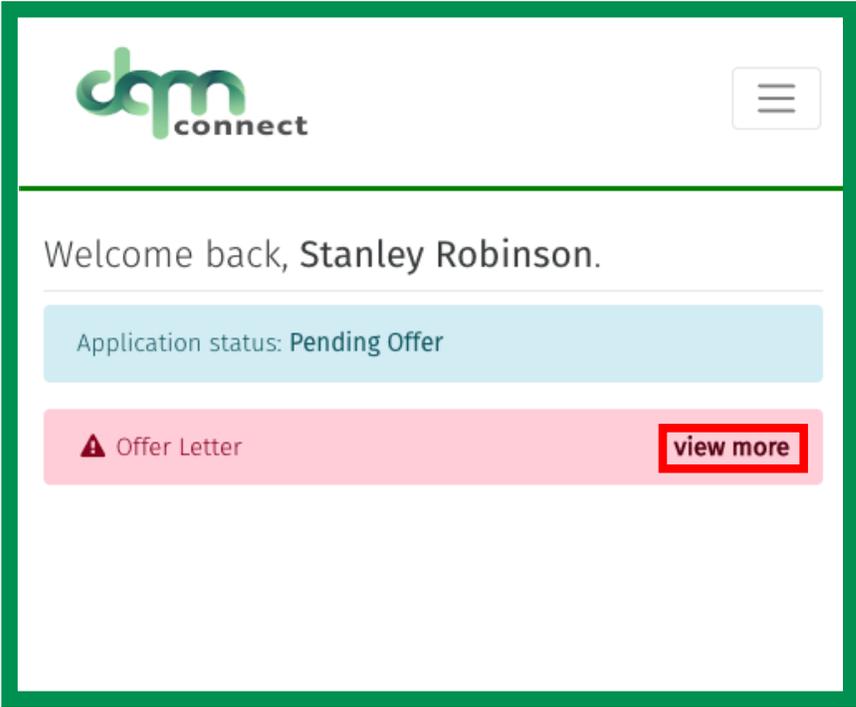
Offer Letter

Test sending DOT form

2024 Safety Policy

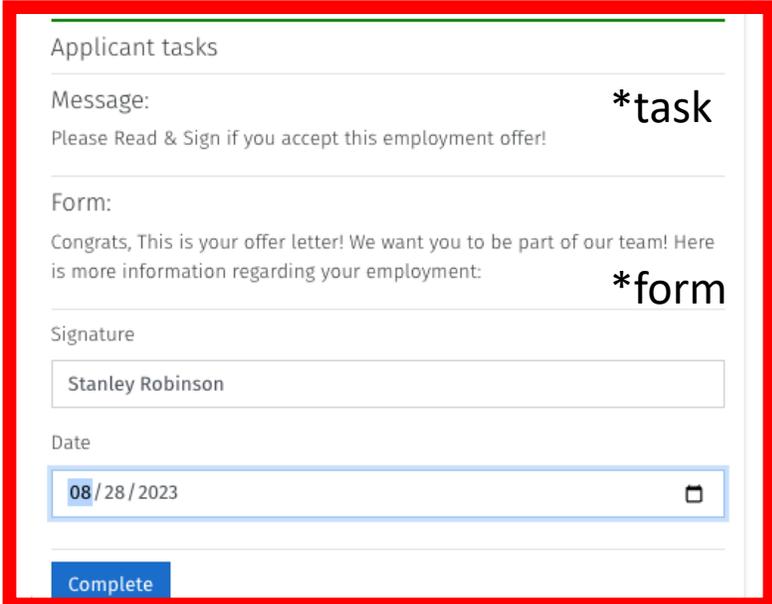
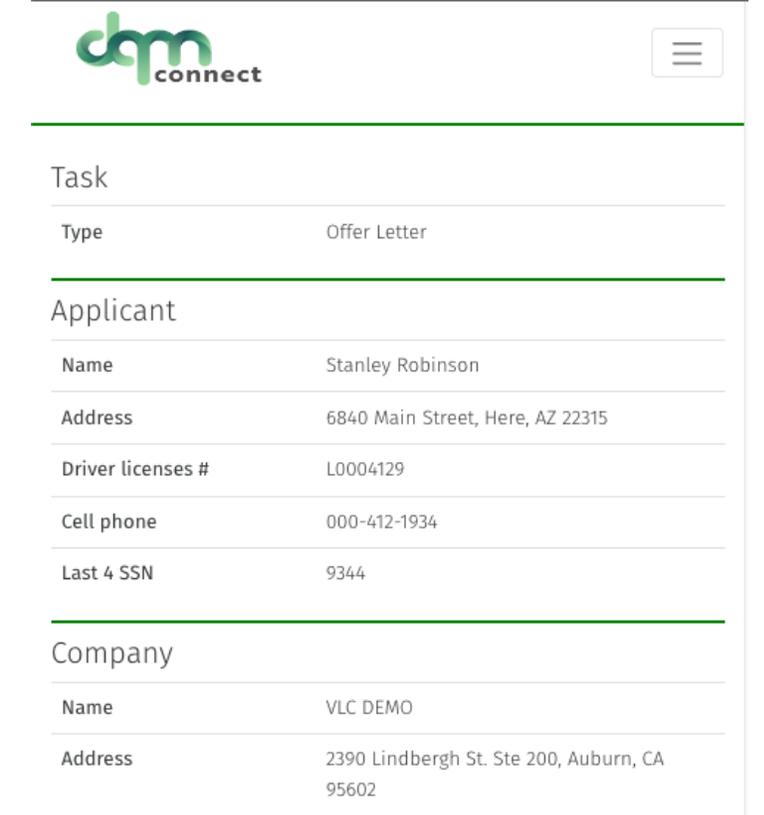
Send

Build your offer letter BEFOREHAND in your company settings, using a custom form. Then attach it to a custom task and send the task to your applicant through the portal



This is what your applicant would see after logging back into their DQM portal.

They select 'view more' and then read and sign the Offer Letter you have pre-built under the Company Profile Setup



⚠ Inactive Driver
Seasonal - Open to rehire
Since **09/02/2022**

Safety score 100

New driver incident

Actions ▾

 Edit driver

Save driver

Cancel changes

Reactivate driver

View application

Seasonal or Re-hire Workflow.

Find the driver you want to re-hire by filtering your driver list to 'inactive'.

After selecting edit driver, select 'reactivate' to push their application back to them. Notify the driver to log into their DQM portal to address the missing gaps in time and re-sign all screening permissions.

Once they submit their application, you can quickly and efficiently onboard them in DQM and get them back on the road!

Returning Drivers

Returning drivers are required to provide the employment history from the date the account was marked inactive to the date the account was marked reactivated.

+ Add employment

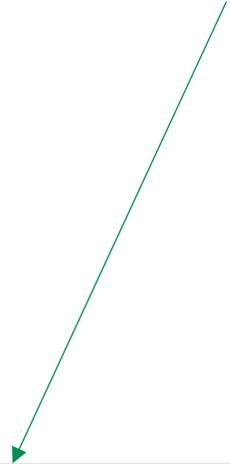


Application

-  My information
-  Help
-  Sign out

Welcome back, Shaun White.

Application status: In Progress



When you are ready to hire an applicant, select 'hire applicant'

Verify ✓

Status: Final Review ▾

Order integration

Hire applicant

Not hire applicant

View elevated info

Archive application

Review remarks

Print application

Confirm password to continue

You're entering **elevated** mode. Entering your password will verify your authentication.

After you've performed an elevated-protected action, you'll only be asked to re-authenticate again after a few hours of inactivity. Every elevated-protected action resets this timer.

After you've verified your password, please perform the requested action again.

Password

Verify

Verify that you have admin permissions to hire drivers by entering your password

Hire applicant?

Are you sure you want to hire this applicant?

Please make sure you've fully reviewed this applicant's information and all FMCSA pre-employment requirements have been completed.

This includes:

- Completed Application
- Pre-Employment Clearinghouse Query
- Pre-Employment Drug and Alcohol Test

Resulting actions:

- This will move the user from an applicant to a driver role.
- You will no longer be able to go back and make any changes.
- Create and store an employment application file.
- Create and store a drug and alcohol clearinghouse - limited query authorization file.

Reason?

Cancel **Confirm**

A last reminder to complete all pre-hire duties beforehand

User has been saved.



Generating employment files.



D&A Clearinghouse Authorization has been generated and saved.



DQM will begin generating the employment file based on all the information the applicant has provided on their application.

Once complete, you are populated right into your newest employees' profile which is already halfway to compliance, by utilizing DQM Connect's onboarding Guide!



Selected terminal: All

Applicants Drivers Orders Tasks Users Company

Files completed: 10 / 22

Information

Terminal

First name	Bill
Last name	Norman
Address	1234 1st Street
City	Auburn
State	CA
Zip	90210
Phone number	
Cell number	444-444-4444
Email	billnorman@im4trux.com
Company email	

SSN	xxx-xx-7500
DL State	CA
Drivers licenses no	N8965726
DL Exp.	2024-11-27
Medical card exp.	2024-12-05
TSA hazmat exp.	
TWIC exp.	
Pull notice	
Subject to HOS?	No
Audit?	No

Table of contents

- Information
- Employment Checks
- Incidents
- Attachments
- Invalid cell number
- Active Driver
- Safety score 100
- New driver incident
- Actions
- Edit driver
- View application