

**HIRE RIGHT**<sup>®</sup>

**E&I** Cooperative  
Services<sup>®</sup>

E&I Contract: #EI00291



# HireRight **Transportation Services** Guide

Employee Background Services, Credit Checks  
and Verification Services



# HireRight Transportation Services Guide

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**Why Choose HireRight?**





**HireRight provides comprehensive background and drug/health screening solutions specifically designed for the transportation industry.**

Products can be purchased à la carte or bundled for greater cost savings and more comprehensive coverage.



### Industry Longevity

40+ years serving the transportation industry



### Experience

Trusted by more than 38,000 customers worldwide and 7,000 DOT-regulated customers



### Client Support

HireRight has DOT subject matter experts on staff to lend program support via email, chat or phone



### Compliance & Security

Solutions designed to help navigate the complexities of DOT regulatory compliance and security requirements.



### Fast Turnaround Times

Improve your speed-to-hire with a combination of our traditional and express products which are delivered instantly



### Smart Analytics & Reporting

Easily monitor the performance of your background checks with data-driven insights and dashboards



### Driver Monitoring and DQF Management Solutions

Risk mitigation services for ongoing MVR monitoring and electronic driver qualification file management services



### Complimentary Education

Ongoing webinars, training, and resources to keep you up-to-date on industry trends and regulations





**How We Support Your Program**



Our platform delivers a streamlined, user-friendly experience for employers and candidates. **We support companies of any size** from large global enterprises to small local businesses and can help you create a screening program to meet your specific needs.



### 70+ Integrated Solutions

Integrations with leading HR and applicant tracking service providers.



### 250+ Products & Services

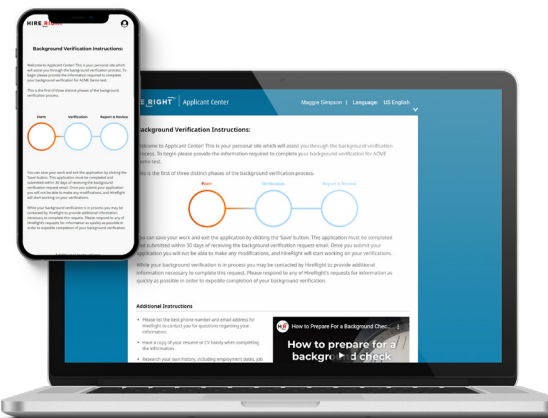
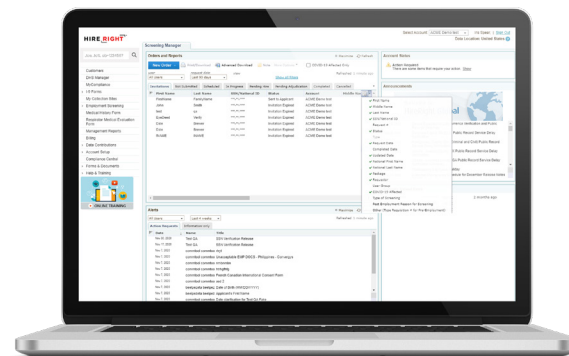
INCLUDING:

- ✓ Criminal Background Services
- ✓ Credit Background Services
- ✓ Identity Services
- ✓ Verification Services
- ✓ Due Diligence Services
- ✓ Compliance Services
- ✓ Drug & Health Screening Services
- ✓ Driving Background Services
- ✓ Business Services



### HireRight Screening Manager

- ✓ Simplified ordering
- ✓ Streamlined workflows
- ✓ Customizable packages
- ✓ Configuration flexibility



### HireRight Applicant Center

- ✓ Modern, intuitive design
- ✓ Mobile-friendly portal
- ✓ Provides exceptional candidate experience





# **Driving Background Services**





HireRight offers a variety of comprehensive driving record products to help you with pre-and-post hiring decisions and compliance requirements. From motor vehicle records to crash and roadside inspection data, we have you covered. Most driving records are provided **instantaneously or within minutes**, so you can make quick hiring decisions.

## Motor Vehicle Record (MVR)

HireRight offers a number of MVR options including a direct interface to all 50 states plus the District of Columbia, which allows us to securely capture the most current driver record data quickly and efficiently. Immediate report turnaround times are available from 48 states based on service level, allowing you to make faster hiring decisions. Information includes the status of a candidate's driver's license, license type, endorsements, restrictions and suspensions. Accidents, violations, and driving-related convictions are included when reportable and available from the state.

## Motor Vehicle Record (MVR) Automatic Adjudication

HireRight's MVR automatic adjudication service streamlines the time-consuming process of manually reviewing the various violations returned within the driver's motor vehicle report. The employer provides an MVR grading spreadsheet to HireRight which maps the point values the employer wants assigned for each violation and the corresponding time period. The accumulated point totals and types of violations found determine the adjudication status to apply during the review process. Please note, HireRight will not adjudicate to "does not meet company standards" or other equivalent statuses.

## Driver Record Monitoring

Ongoing monitoring for changes to a driver's motor vehicle record helps reduce risk and the manual administrative time associated with ordering and reviewing employee driving records. HireRight has partnered with leading industry Driver Monitoring providers who offer direct access to all state licensing agencies and check for new violations, DUI/DWI convictions, invalid licenses, and approaching license or medical certification expirations where available. Timely alerts are provided when recent MVR activity is identified.

## Commercial Driver's License Information System Plus (CDLIS+)

Helps fulfill the Federal Motor Carrier Safety Administration's (FMCSA) requirement to obtain driving histories on commercial drivers from all states in which a license was held in the past three years. Reports on a driver's current Commercial Driver's License (CDL) and up to three prior CDLs from American Association of Motor Vehicle Administrator's (AAMVA) CDLIS. Search also includes HireRight's proprietary Multiple License File, which can provide additional state driver's license information if not reported by CDLIS.

### CDLIS+ Complete

Provides Motor Vehicle Reports (MVRs) and/or Pre-Employment Screening Program (PSP) reports automatically based on state license information reported from HireRight's CDLIS+ search. Options include the following automated orders: CDLIS+ to MVR; CDLIS+ to PSP; CDLIS+ to MVR and PSP.

## Pre-employment Screening Program (PSP)

Provides driver records contained in the Federal Motor Carrier Safety Administration's PSP database, which includes the most recent five years of crash data (DOT recordable accidents) and three years of roadside inspection data from the Motor Carrier Management Information System (MCMIS) database

## Driver Qualification File Management

A cloud-based solution provided through HireRight partners that streamlines the complicated, labor-intensive process of maintaining driver qualification files and ensures employers are always audit-ready with 24/7 electronic access to critical documents required by the U.S. Department of Transportation in 49 CFR 391. The system automatically monitors driver files and allows employers to set electronic notifications of pending expirations. Color-coded dashboards and graphs provide a 360-degree view of the total compliance status with drill-down and extensive reporting capabilities.





A man with short dark hair and a beard, wearing black-rimmed glasses and a dark blue polo shirt, is looking intently at a large computer monitor. The monitor is on the left side of the frame, and the man is on the right. The background is a warm, reddish-brown color with a subtle pattern. The overall lighting is soft and focused on the man's face.

# Verification Services

HireRight's verification services help employers meet their DOT pre-employment and annual drug and alcohol violation history screening requirements. Verifying these details in-house can be time consuming and prone to error. HireRight streamlines the process for you by offering both **automated database queries and manual fulfillment options** to help you mitigate risk and noncompliance in your organization.

### DAC Employment History File (EHF)

Verifies the past employment of drivers through this participatory database containing more than six million records. Acts as an electronic file cabinet for more than 2,500 organizations, storing the employment histories of terminated commercial drivers.

### DOT Compliance History (Manual Employment and Drug/Alcohol History Verification)

Reports a combined verification on a driver's employment and drug/alcohol history. Includes basic employment verification information as well as inquiries into drug/alcohol violation histories and DOT accident histories for DOT-regulated positions.

### FMCSA Drug & Alcohol Clearinghouse

Employers are required to query the FMCSA National Drug and Alcohol Clearinghouse database to check that current or prospective drivers are not prohibited from operating a commercial motor vehicle due to an unresolved drug and alcohol program violation. HireRight supports this requirement by offering multiple query options (pre-employment, full query, limited query and limited query with automatic consent request), plus our solution supports batch ordering for large volumes of drivers that need to be ordered on an annual basis.







# Federal Aviation Administration Checks

HireRight's comprehensive aviation screening solutions were designed specifically to help facilitate compliance with the Pilot Records Improvement Act (PRIA), the Federal Aviation Administration (FAA), the Transportation Safety Administration (TSA), and the Department of Transportation (DOT) requirements.

Whether you are hiring pilots, flight attendants or ground crew, with HireRight you can **customize specific packages** for your program based on your budget, regulatory compliance requirements and level of risk tolerance. HireRight provides both **pre-and-post hire screening solutions** from license and employment verifications to ongoing criminal monitoring.

### **PRIA Drug/Alcohol Verification (Five Year)**

Helps facilitate compliance with the Pilot Records Improvement Act by verifying pilots' drug, and alcohol test results from previous employers for the last five years.

### **FAA PRIA Record (Airman Medical Certification)**

The current airman medical certificate is verified including level, category, class, and type ratings (together with limitations to those certificates and ratings), and summaries of legal enforcement actions.

### **FAA Airframe and Power Plant License**

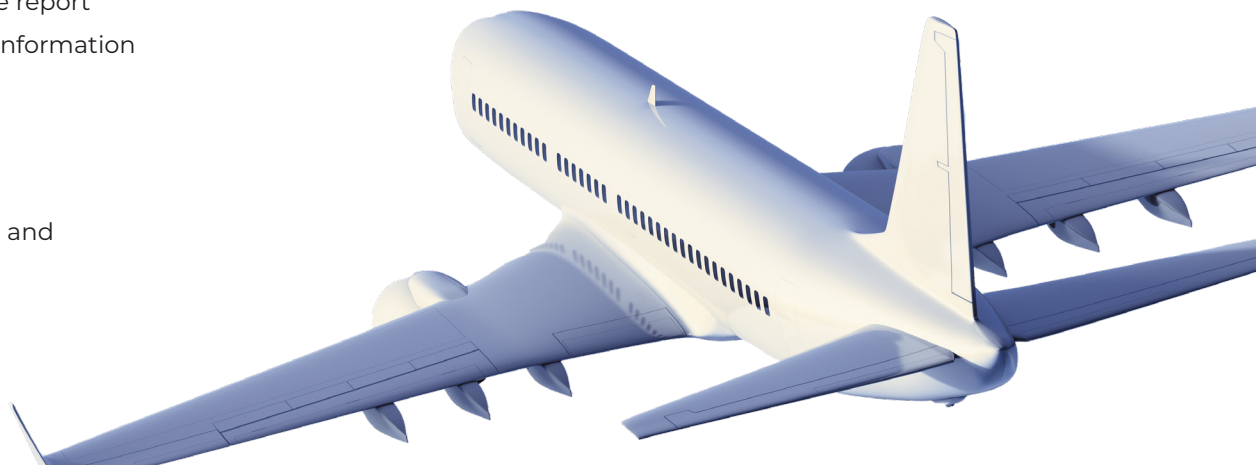
A candidate's FAA mechanics license on record is confirmed, including the source of the license, current license status, the number, and the issue date.

### **FAA Pilot Accident/Incident Check**

Uncovers whether a candidate has accidents or incidents. The report provides the dates and descriptions of any event found, plus information about the source used for verifications.

### **PRIA Pilot Employer Record**

Records verify pilot training, experience, qualifications, safety, and performance for the previous five years.





## DOT Drug/Alcohol Verification (Two Year)

Drug and alcohol testing records are obtained from DOT-regulated employers who have employed the candidate during the previous two years. This service facilitates compliance with DOT regulation CFR Part 40, Section 40.25.

## National Driver Register Search

The search identifies driver license information about pilots/candidates who have had their licenses revoked or suspended, or who have been convicted of serious traffic violations, such as driving while impaired by alcohol or drugs.

## Employment Gap Review

The application is reviewed for any gaps in historical employment records. It covers any gaps in employment over 12 months or a specific duration requested. If a gap is found, HireRight will obtain a Professional Reference (additional charges apply) or documentation for the associated period in question.







# Drug & Health Screening Services



HireRight's comprehensive drug and health screening services are designed specifically to support employers regulated by the Department of Transportation (DOT). Our provider network encompasses **more than 26,000 national collection sites**.

Our user-friendly platform and optimized workflows help reduce turnaround time and provide status updates throughout the process. Medical Review Officers (MROs) review drug test results to ensure accuracy and determine permissible use of controlled substances.

### DOT Drug Test

Tests for the presence of illicit substances using a five-panel DOT-compliant drug test and Federal Custody and Control Form (CCF). May be used to satisfy Department of Transportation (DOT) compliance requirements including pre-employment, post-accident, random, reasonable suspicion, follow-up and return-to-duty testing.

### DOT Alcohol Test

Tests for the presence of alcohol using a DOT-approved device and DOT Alcohol Testing Form to help determine potential alcohol use. May be used to satisfy DOT compliance requirements including post-accident, random, reasonable suspicion, follow-up and return-to-duty testing. Several alcohol test methods are available, including breath and saliva options.

### DOT Physical Exam

Helps organizations support pre-employment, follow-up and periodic examinations and may be used to satisfy DOT compliance requirements for an individual with a Commercial Driver's License (CDL). Certified medical examiners from a national medical clinic network perform the physical examinations and determine final results.

### Random Program Management

Offers random drug and alcohol testing program services for employers who are required to include their safety-sensitive employees in a federally mandated testing program, as well as employers who implement random programs based on company policy. Provides multiple random pool options, and access to view real-time test status on selected employees, as well as historical draw and roster details.

### Post-Accident and Reasonable Suspicion Testing

HireRight provides emergency post-accident testing services 24 hours a day, 365 days a year. Staff is available immediately to answer questions, help document incidents, and schedule exams at a nearby facility or with an on-site mobile collector when practicable.



# Delivering comprehensive transportation solutions

HireRight is the premier transportation background screening provider. We bring clarity and confidence to vetting and hiring decisions through integrated tailored solutions. Combining in-house talent, personalized services, and proprietary technology, we strive to ensure the best possible candidate experience.

HireRight is accredited by the Professional Background Screening Association (PBSA) in the United States, and we offer expertise from our regional centers across the globe to support screening in over 200 countries and territories. Our commitment to getting it right every time, everywhere, makes us a trusted partner for businesses and organizations worldwide.

## For additional services offerings

Visit [HireRight.com](https://www.hireright.com) to learn more about how HireRight is committed to helping you hire the right candidates for the right opportunities.

### CONTACT US

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For more information visit us online:

[HireRight.com](https://www.hireright.com)

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