

## Co-Alliance New Hire Procedures for DOT Drivers

\*Give to candidate once an offer has been accepted\*

1. Complete an employment application at [www.co-alliance.com](http://www.co-alliance.com)
2. After you have accepted a job offer from Co-Alliance do the following steps
3. Register with the FMCSA Clearinghouse: <https://clearinghouse.fmcsa.dot.gov/>
  - a. Be looking for an email from FMCSA to approve our request to run a query
  - b. The request will expire in 24 hours so be sure to Approve as soon as you receive it
4. Complete the online Driver Qualification File (DQF), Annual Certification of Violations, and Background Check on the Indiana Testing website <https://co-alliance.itihq.com/>. Contact ITI at 317-271-2611, ask for Safety, with questions or problems
  - a. You will need the following information:
    - i. Driver's License with State issued, License Number and Expiration Date
    - ii. Social Security Number
    - iii. Last 10 years work history with no gaps including
      1. Company Name
      2. Company address
      3. Company phone number
      4. Dates of Employment

NOTE: Once the DQF Application is started you CANNOT stop midway through and come back, if you leave all information entered will be lost. The Continuation Code provided will allow you to finish any forms that have not been completed. The code is only valid for 24 hours. After you click "SUBMIT YOUR APPLICATION" do not click the "X" to leave the screen until you are redirected. If you exit the page before it finishes processing, your information will be lost.

5. A current copy of CDL Driver's License and Medical Card must be uploaded during the completion of the DQF (Step 13) or emailed to [safety@itihq.com](mailto:safety@itihq.com)
  - a. If you are using a computer, the images must be in .jpg or .png format
  - b. If you are using a smart phone or tablet you can simply take photos of the documents to upload
6. Complete a Pre-employment drug screen. You will be instructed when and where to go
7. Once Co-Alliance receives all results and you are eligible for hire you will begin the Onboarding process

### Paycom Onboarding

1. You will receive an email from Paycom to begin the Onboarding process. Click "Start" in the email
  - a. Before you begin, please have the following required information:
    - i. Direct Deposit Information (Bank Account Number and Routing Number)
    - ii. Federal and State Tax Information
    - iii. Emergency Contact Information
    - iv. CDL information
2. Once you have finished, HR will be notified to complete the employer portion
  - a. You will not be able to get into Paycom until HR completes this
3. When HR has finished you will receive another email from Paycom to complete the assigned checklists which include Safety documents and Benefit enrollment if eligible
4. Be sure to bring your documents to complete your I-9 on your first day of work. A full list of acceptable documents can be found here <https://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents>. Some of the most common documents provided are a driver's license and Social Security card, driver's license and Birth Certificate or unexpired US Passport.