

MOTORIZED EQUIPMENT

to drive a motor vehicle, an individual who gives promise of the ability to drive safely should be selected. The following factors should be given much weight

Age Men under 25 years of age, especially those under 21, are not considered good accident risks. The personnel officer should take special pains in analyzing the qualifications of applicants under 25 years of age and should assign to driving only those who evidence mature, stable personalities

Experience Men who have a record of vehicle accidents should not be assigned to drive company vehicles. A man's safety record should be investigated by interview with the man himself and by consultation with former employers. Information is sometimes available from state motor vehicle departments or state accident record bureaus

Attitude. Dissatisfied, timid, cocky, troublesome, or otherwise temperamentally unstable individuals do not make good drivers

A close relationship has been noted between the ability to drive safely and such personal traits as dependability, courtesy, pleasant personality, and the ability to get along harmoniously with other people

Individuals differ in their ability to act safely. The fleet safety program must therefore begin at the employment office

In determining standards of selection, a careful analysis of the job and of the qualifications a driver should have in order to perform it satisfactorily should be made. Results of the job analysis are embodied in a job description in which the separate tasks involved in the job are completely and accurately described

After the job has been analyzed, the next step is to decide what qualifications the applicant needs to perform the job satisfactorily. There should be a sound reason for each qualification finally imposed. It may be helpful to study the qualifications of those employees who are performing the job in an average or better than average manner. Their qualifications should indicate what qualifications should be required of new employees

Safe driving ability should always be paramount. Otherwise, accident losses might

completely offset any advantages gained through a driver's other special abilities.

After job essentials and qualifications have been determined, the next step is to develop methods for gathering and sifting employment data about each applicant. Standard employment procedure includes

- Application form
- Personal references
- Interview
- Psychological tests
- Driving tests
- Physical examination

The *application form* is a printed or mimeographed form on which the applicant submits details of past employment and other personal data. What a man has done in the past is a good indication of what he can do in the future. The completed form also saves time during the interview, since essential data are made available to the interviewer at a glance

Questions on the form should bear directly on the basic qualifications for the job, and should be arranged in logical sequence. Specifically, questions on driving experience should cover mileage and years spent as a driver and types of vehicles operated, seasons of the year and geographical areas in which vehicles were operated, accidents experienced, number of convictions for traffic and other violations, number and type of driver's licenses held, and any safe driver awards received

Personal references. The applicant should furnish the names and addresses of previous employers in the space provided on the application form, and these references should be checked. Additional reference sources are the local credit bureau, police department, and state motor vehicle department, as mentioned before

The interview should be as objective and reliable as possible. Many firms use a planned or patterned interview to ensure that all interviews follow the same general course and bring out the specific information desired

A properly conducted interview should reveal additional facts about the applicant's employment experience, knowledge of traffic regulations, attitude, personality, appearance, family life, and general background