



## Driver/Carrier Onboarding Checklist

King Cole Express Inc

6065 Parkway North Dr., Ste 200 Cumming, GA 30040-1617

Brokerage Phone: 800-353-4811 | Brokerage Fax: 404-393-1817

Email: [Carriers@kcetb.com](mailto:Carriers@kcetb.com)

1. Ensure that you have completed one Driver Profile for each driver that will be coming onboard.
2. Provide a copy of the CDL for each driver.
3. Copy of insurance - (Cargo and liability - Unless you will be using King Cole's insurance provider) be sure it includes the VIN#, and that it lists King Cole Express Inc. as the certificate lien holder AND the additional insured using information above. Any exclusions or limits to coverage must be listed (including deductible amounts) on certificates. Although the email webform that you receive provides a place to upload the COI, the **insurance must be emailed by your insurance provider directly to King Cole Express Inc at [Carriers@kcetb.com](mailto:Carriers@kcetb.com)**
4. Prospective drivers must be enrolled in the Clearinghouse for pre-employment screening and respond to the query request once it has been initiated. Enrollment instructions will be provided upon request.
5. Copy of your DOT physical.
6. Provide a copy of the most recent DOD truck inspection not more than 90 days old.
7. Carrier Packet needs to be completed and returned to the agency. This includes: Carrier Profile and/or Driver Profile and Clearinghouse Query Authorization, Copy of CDL, Independent Contractor Agreement, W-9 form, and Insurance. Documents can be uploaded through our website at [www.kcetb.com](http://www.kcetb.com). Otherwise, they will need to be returned via email.
8. Proof of an Electronic Log Device for each driver (can be purchased at truck stops, Best Buy, Online)
9. King Cole Express adhesive door decal (Payroll deducted).
10. Seven-day log sheet - to show that they are legal to drive and take the load.
11. When doing your pre-trip inspection, you must show 10 min on your ELD