Process Begins *when*

Need for DOT HR Service

Process Complete *when*

Service need is met

US DOT Regulations
MCPS Class Description

COMAR Regulations Section 13A.06.07.06
MCPS Labor Contracts

MCPS Policies/Regulations
Section G (all); ABA-EA; ACA; ACA-RA; ACB; ACE; ACF; ACF-RA; ACG; ACG-RA; AEB; BBB; COH-EA; DLB-RA;EBI-EA; EBI-RA; EEA; EEA-EA; EEA-RA; EEB-EA; EEB-EB; EGI-RA; EIF-RA; KBA-RB

Hiring

- Recruiting
- Screening
- Interviewing
- Staffing
- Scanning
- MSDE Check
- Drug/Alcohol Test
- Background Check
- Employee Orient.
- Onboarding
- Fingerprinting
- Physicals
- ID Badges

Actions Taken

- Terminations
- Demotions
- Unemploy Hearing
- Wkr Comp Hearing
- Career Counseling
- Hr/location changes
- CDL-Chk. Reimb.
- Leaves
- HLA

Guides

Inputs

Hiring & Staff Retention

Outputs

Enablers

Full staffing with qualified, knowledgeable & safe employees

Completed/ Resolved Actions Taken

Transportation Admin. Svcs. Mgr.
DOT HR Staff
DOT Central Administration
DOT Depot Managers
DOT Safety & Training Unit

MCPS Human Resources
DOT Fleet Maintenance
DOT Support Services Unit