



Driver Recruiting Lead Policy

All Files: To protect any lead a note coupled with a next action date will protect the lead for each specified time frame listed below.

Notes and Next Action Date:

To protect a lead currently being worked you must have a note and or note and next action date.

- A note describing follow up action along with the next action date will be acceptable.

If you are out of the office for any reason your assigned back-up will be tasked to work or assist with your leads:

- Recruiter changes will be made to files in new, reapply & attempting contact once live contact has been made.
- Backups will be required to assist with leads in all other status; a decision on recruiter changes will be made on these files at leader's discretion.

New and Reapply:

24 hours to work the above statuses. If no contact is made; (*weekends excluded*).

No show, not interested, rehire submitted, no response and not qualified:

72 hours to work the above statuses. If no contact is made; (*weekend excluded*).

Pending investigations:

21 days to work the above status.

- After 5 business days of a driver being in pending investigations without an update/note from Security, contact your leader for additional follow up and support (do not contact security directly).

Rehire Submitted:

72 hours to work file.

If no voice-to-voice contact has been made and notated within 72 hours by the assigned Recruiter, another Recruiter can submit an RC, putting the driver into their name if contact has been established and notated.

- After 24 hours if you have not received approval/denial contact your leader for additional follow up/support.

Field Recruiters:

A file that indicates driver is attending a FR's school or driver discloses they are attending an Outside Contract School:

- Recruiter will review the CDL School and or the FR School tagging to determine whether the applicant is attending a FR's assigned school.
- Files from FR/FSR's schools will stay with the FR/FSR for 90 days post CDL Issue Date on the MVR.
- If 3rd party lead is received after a field lead and field lead has not been worked within 60 days file will be RC'd to 3rd party.
- If the only lead on file is a 3rd party lead, RC will not be processed to FR/FSR.

3rd Party (Class A):

Swift Files

- If a 3rd Party Recruiting firm lead is received on an existing Swift driver file and the file does not have notes and next action date. within specified time frames for all statuses and/or is not scheduled for Academy/DQP; file will be transferred to 3rd Party Recruiter. New and reapply will have 72 hours of protection.
- Change requests in pending investigation status must be reviewed by Recruiting Leadership prior to change.

3rd Party files: (Class A)

- Must create an internal app if the only lead that exists is 3rd party.
- Not Eligible for change if a note is within file with a next action date for follow up from 3rd party.

Any file disputed must be reviewed by Leadership for final decision.



Statuses that will remain in your name:

Ready for Processing	Compliance	Ok to Code	Driver Reactivation	Attending Academy
Processing	Ready for Audit	PAF Entered	Driver Reinstatement	Attending School
Processing Complete	Audit Deficiencies	Hired	Terminated	Attending On-Site School
Graduated Sch/Aca	Attending Virtual			

21 Days of protection until RC eligible:

Pending Investigations

8 Days of protection until RC eligible:

Interview	Awaiting Permit	CLP Prep	Attempting Contact
Recruiting	Left Aca/Sch/VC	Left DQP	

72 hours of protection until RC eligible:

No Show	Rehire Submitted	Not Interested	No Response	Not Qualified
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24 hours of protection until RC eligible:

New	Reapply
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All Leads are property of Swift Transportation Co of AZ, LLC and Leadership reserves the right to reassign leads at any time to ensure leads are being worked in a timely manner. Changes may be completed without notice to Recruiter.