

# Driver Qualification File Checklist

Driver Name \_\_\_\_\_

Driver License # \_\_\_\_\_

Type of License \_\_\_\_\_ State of Issue \_\_\_\_\_

Hire Date \_\_\_\_\_ Last Day Worked \_\_\_\_\_

	Form/Inquiry/Note To Include	Retention
<b>Ongoing Updates</b>	Inquiry To State Agencies for Driving Record (Annual) <a href="#">49 CFR 391.25 (a) and (c)</a> Motor carriers must contact State agencies annually for an updated copy of each driver's MVR.	3 years from date of execution
	Review of Driving Record (Annual) <a href="#">49 CFR 391.25 (c) (2)</a> At least once every 12 months, the carrier must collect a current motor vehicle record (MVR) from the State issuing a driver's license, and review the MVR to determine whether the driver still meets the minimum requirements for safe driving, and to confirm they are not disqualified pursuant to 49 CFR 391.15. A note including the name of the person who performed this review and the date must be retained in the file with the MVR.	
	Driver's Certification of Violations (Annual) <a href="#">49 CFR 391.27</a> At least once every 12 months, drivers must submit a list of all convicted violations of motor vehicle traffic laws and ordinances during the previous 12 months. Carrier must review this and compare it with the driver's annual MVR. Note: Drivers who have provided information required by 49 CFR 383.31 need not repeat information in this annual list of violations.	
	Employer note verifying that medical examiner is listed on National Registry of Certified Medical Examiners <a href="#">Non-CDL Drivers: 49 CFR 391.51(b)(9)(i)</a> <a href="#">CDL Drivers: 49 CFR 391.51(b)(9)(ii)</a> A note must be included in the driver's qualification file to verify that the medical examiner is listed on the National Registry of Certified Medical Examiners.	
	Driver's Application for Employment <a href="#">49 CFR 391.21</a> A driver must not drive a CMV unless an application for employment is completed and signed.	Life of employment + 3 years after termination

□	Form/Inquiry/Note To Include	Retention
	Driver's Road Test Certificate or Equivalent <a href="#">49 CFR 391.31(e)</a> A person must not drive a commercial motor vehicle until he/she has successfully completed a road test and has been issued a certificate.	
	Inquiry to Previous Employers: Safety Performance History Records Request <a href="#">49 CFR 391.23(a)(1)and(b)</a> Carriers must investigate the driver's employment record during the preceding three years. This investigation must be completed within 30 days of the date employment begins. Carrier must retain a record of the request and all response documentation.	Life of employment + 3 years after termination
	Safety Performance History Records: Driver Correction or Rebuttal (if applicable) <a href="#">49 CFR 391.23(i)(2)</a> and <a href="#">49 CFR 391.23(j)(3)</a> Carriers must maintain a record of both the request for a Driver's safety performance history and any related documentation, for example if a driver documents that Information in the history is inaccurate.	
	Inquiry To State Agencies for 3-Year Driving Record <a href="#">49 CFR 391.23(a)(1) and (b)</a> Carriers must contact State agencies for the driver's MVR for the past three years. Request must be made within 30 days of hire. MVR must be kept in the driver's personnel file, and updated annually. See "Review of Driving Record" entry above.	
	Pre-Employment Drug and Alcohol Documents <a href="#">49 CFR 40.25(j)</a> ; <a href="#">49 CFR 382.301</a> Employers must ask potential employees if they have tested positive or refused to test, on any pre-employment drug or alcohol test within the past three years. If the potential employee admits to having a positive test or refused to test, that individual must not perform safety-sensitive functions until the successful completion of the return-to-duty process. Documentation demonstrating completion of return-to-duty process must be retained in the driver qualification file.	See Controlled Substances and Alcohol chapter for recordkeeping requirements.
<p style="text-align: center;"><b>The following additional documents are only required for certain types of drivers, or in specific situations.</b></p>		
	Entry-Level Driver Training Certificate <a href="#">49 CFR 380.509(b)</a> All CDL drivers with less than one year experience must provide this certificate.	
	Longer Combination Vehicle (LCV) Driver Training Certificate <a href="#">49 CFR 380.401</a> A driver must not operate an LCV unless the driver can produce an LCV Driver Training Certificate or an LCV Driver Training Certificate of Grandfathering.	Life of employment + 3 years after termination
	Longer Combination Vehicle (LCV) Certificate of Grandfathering <a href="#">49 CFR 380.111</a>	
	Multiple-Employer Drivers <a href="#">49 CFR 391.63</a>	
	Skill Performance Evaluation Certificate <a href="#">49 CFR 391.49</a>	3 years from date of execution



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