

DRIVER QUALIFICATION FILE CHECKLIST

Every motor carrier must have a driver qualification (DQ) file for each regularly employed driver. The file must include the following:

- A. ___ Driver's Application for Employment (49 CFR 391.21). A person will not be allowed to drive a commercial motor vehicle unless he/she has completed and signed an application for employment.
- B. ___ Inquiry to Previous Employers -3- year (49 CFR 391.23(a)(2) & (c), and 391.53). This investigation must be made within 30 days of the date that his/her employment begins. Investigations shall include information concerning out-of-service violations, misuse of controlled substance or alcohol and accident history.
- C. ___ Inquiry to State Agencies – 3 years (49 CFR 391.23(a) (1) & (b) – (new hire MVR). The drivers driving record (MVR) for the preceding three years.
- D. ___ Driver's Road Examination and Certificate (49 CFR 391.31). A copy of the license or certificate which the motor carrier accepted as equivalent to the driver's road test pursuant to Section 391.33.
- E. ___ Medical Examiner's Certificate (49CFR 391.43). Driver must be issued a Medical Examiner's Certificate, which must be carried at all times and be renewed every two years or as required by medical examiner.
- F. ___ Annual MVR and Review of Driving Record (49 CFR 391.25). At least once every 12 months a motor carrier must obtain and review the driver MVR.
- G. ___ Annual Driver's List of Violations and Certification (49 CFR 391.27). At least once every 12 months, a motor carrier must require each driver that it employs to prepare and furnish it with a list of all violations of motor vehicle traffic laws and ordinances during the previous 12 months.

Additional required documentation, which **may** be maintained in the DQ file:

- H. ___ Alcohol and Controlled Substance Test Results (49 CFR 382.401). (These records must be maintained in a confidential and secure location with controlled access.
- I. ___ Inquiries for Alcohol and Controlled Substances information from previous CDL employers for 3 years (49 CFR 382.413). This investigation must be made within 30 days of the date that his/her employment begins. Provide previous employers with a written consent for release of information. Investigations shall include verified positive tests, refusals to be tested, and successful completion of DOT return-to-duty requirements. (Investigations shall include requirements of CFR Part 40.25)