

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:

- 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.
- Inquiry to Previous Employers must be conducted within 30 days of the date that his/her employment begins for the preceding 3 years as follows:
 - (a). Investigations shall include information concerning out-of-service violations, misuse of controlled substance or alcohol and accident history.
 - (b). In addition for CDL drivers you must conduct previous employer inquiries as per 391.23(e) regarding drug and alcohol testing and prohibitions. Information must be kept as per 391.53.
- 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. Must be obtained within **30 days** of employment.
- Driver's Road Examination and Certificate (49 CFR 391.31) **or** copy of valid CDL(49 CFR 391.33). A copy of the license or certificate which the motor carrier accepted as equivalent to the driver's road test.
- Medical certificates must be in the driver qualification file as follows:
 - (a) Non-CDL drivers must have a Medical Examiner's Certificate as required by (49 CFR 391.43) or a legible copy of the certificate. (391.51(b)(7)(i),
 - or**
 - (b) CDL drivers must have a CDLIS (MVR) which contains medical certification. The MVR must be obtained by the motor carrier each time the driver gets a new medical or renews their medical certificate. The report must be obtained within 15 days of the driver submitting the medical certificate to the State. (391.51)(b)(7)(ii).
- Drivers are required to be examined by a medical examiner listed on the National Registry of Certified Medical Examiners (NRCME). The carrier is required to place a note in the driver's qualification file verifying that the medical examiner is listed on the registry as required by 391.23(m).
- Annual MVR and Review of Driving Record (49 CFR 391.25) **and** Annual Driver's List of Violations and Certification (49 CFR 391.27). At least once every 12 months a motor carrier must obtain and review the driving record of each driver.