

## Driver Qualification File Checklist

(All references are from FMCSA Regulations – 49 CFR)

- \_\_\_\_\_ Driver's application for employment *including hire date* (391.21)
- \_\_\_\_\_ Copy of driver license
- \_\_\_\_\_ MVRs from each state where driver was licensed or permitted during the preceding 3 years *In file within 30 days of hire* (391.23)
- \_\_\_\_\_ Safety performance investigation results from previous employers during the preceding 3 years *In file within 30 days of hire* (391.23)
- \_\_\_\_\_ Driver's road test results or equivalent documentation (391.31 & 391.33)
- \_\_\_\_\_ Certification of road test (391.31)
- \_\_\_\_\_ Medical certificate or, if applicable, a variance, exception or waiver (391.51)
- \_\_\_\_\_ Verification that medical examiner was listed on National Registry *exams after May 20, 2014* (391.51)

### Annual Documentation

- \_\_\_\_\_ Annual motor vehicle record (MVR) (391.25)
- \_\_\_\_\_ Annual review of driving record (391.25)
- \_\_\_\_\_ Annual list of violations from driver (391.27)

### Additional Documentation If Applicable

- \_\_\_\_\_ Entry-level driver training certificate (380.509)
- \_\_\_\_\_ Longer combination vehicle (LCV) driver training certificate (380.401)

*Driver Qualification Files must be retained for 3 years after a driver leaves employment.*