

## Driver Qualification File Checklist

The following documents are to be included in a DQ file for the duration of employment:

- Driver-specific application for employment (§391.21)
- Original motor vehicle record (MVR) requested from state(s) within 30 days of hire (§391.23). For CDL drivers, the MVR serves as proof of medical certification and must be obtained *before* the individual drives a CMV.
- Road test or road test exception:
  - Road test form and certificate conducted by your motor carrier (§391.31(g)), or
  - Road test certificate from a test conducted by another motor carrier within the past 3 years (§391.33(a)(2)), or
  - Photocopy of a CDL accepted in lieu of road test – not applicable if hired to operate doubles, triples, or tankers. (Note: No subsequent copies of license renewals required.) (§391.33(a)(1))
- Background investigations (§391.23):
  - Safety Performance History data from all former DOT-regulated employers for the 3 years prior to the application date, or a record of a good faith effort to obtain the information. This form must be maintained in accordance with §391.53 (secured, limited access) and may be in a separate Driver Investigation History File.
  - If applicable, any driver rebuttals to the Safety Performance History data and responses to the rebuttals from the former DOT-regulated employers
  - For drivers who were hired before October 30, 2004:* General employment verifications sent to all former employers for the 3 years prior to the application date, or a record of a good faith effort. This information may remain in the DQ file.

The following documents are to be included in the DQ file for three years from date of execution:

- Proof of current medical certification (§391.43(g)):
  - Medical exam certificate, original or a copy, for all non-CDL drivers; or
  - For CDL drivers, a medical exam certificate (original or a copy) used for up to 15 days after the date it was created, until an updated MVR is obtained; or
  - For CDL drivers, current MVR from the state showing the driver's current medical certification status.
- Note verifying that medical examiner was listed on the National Registry of Certified Medical Examiners at the time of the exam (§391.23(m))
- If applicable, any letter granting a waiver from the physical qualification standards (§391.49(j))
- Annual motor vehicle record (MVR) from licensing state. Note: MVR obtained to verify medical certification will also satisfy this requirement (§391.25)
- Annual review of driving record (§391.25)
- Annual list of violations obtained from driver (§391.27)

The following documents are also required and kept in the DQ file, but are not applicable to all drivers:

- Longer combination vehicle (LCV) driver-training certificate (§380.401)
- Entry-level driver training certificate (§380.509(b))

The DQ file and Driver Investigation History file must be retained for 3 years after a driver leaves your employment.

### **Multiple-Employer Driver**

A DQ file for a "multiple-employer driver" as defined in §390.5 and employed under the rules in §391.63 must include:

- Proof of current medical certification (§391.43(g)):
  - Medical exam certificate, original or a copy, for all non-CDL drivers; or
  - For CDL drivers, a medical exam certificate (original or a copy) used for up to 15 days after the date it was created, until an updated MVR is obtained; or
  - For CDL drivers, current MVR from the state showing the driver's current medical certification status.
- Note verifying that medical examiner was listed on the National Registry of Certified Medical Examiners at the time of the exam (§391.23(m))
- Road test form and certificate (§391.31(g)), or a photocopy of a CDL or certificate accepted in lieu of road test (§391.33)
- Driver's name and Social Security number
- Identification number, type, and issuing state of motor vehicle operator's license.

These records must be retained for the duration of employment, plus 3 years after employment ceases.

### **Driver Borrowed From Another Motor Carrier**

For drivers who meet the criteria set forth in §391.65(a)(1), a motor carrier may accept:

- A certificate, completed by both the driver and primary employing motor carrier that meets the prescribed format in §391.65(a)(2) (Note: Motor carriers must verify the certificate's validity via phone, letter, or in person.)