



## Driver Qualification File Checklist

The following documents are to be included in a driver qualification file:

- ✓ Driver-specific application for employment (391.21)
- ✓ Original motor vehicle record (MVR) requested from states within 30 days of hire (391.23)
- ✓ Road test or road test exception:
  - Road test form and certificate conducted by the motor carrier (391.31) or
  - Road test certificate conducted by another motor carrier within the past 3 years (391.33 (a) (2) or
  - Photo copy of a CDL accepted in lieu of road test – not applicable if hired to operate doubles, triples, tankers. (Note: No subsequent copies of license renewals required). (391.33(a)(1)
- ✓ Background Investigations (391.23)
  - Drivers hired before 10/30/04: General employment applications sent to all former employers for the 3 years prior to the application date or a record of good faith, or
  - Drivers hired on or after 10/30/04: Safety Performance History data from all former DOT regulated employers for the 3 years prior to the application date or record of a good faith effort. This form must be maintained in accordance with 391.53 (secured limited access) and may be separate from the driver qualification file.
- ✓ Medical certificate (391.43 (g) – Note: As of 01/30/14; the file must contain:
  - Medical exam certificate, original or a copy, for all non-CDL drivers, or
  - Medical exam certificate original or a copy, for CDL drivers whose states have not adopted the rules linking the CDL with the medical examination; or
  - Current MVR from state showing medical qualification for CDL drivers whose states have adopted the rules linking the CDL with the medical exam.
- ✓ If applicable, any letter granting a waiver of physical disqualification (391.49(j))
- ✓ Annual motor vehicle record (391.25) (a)
- ✓ Annual review of driving record (391.25 (c) (2))
- ✓ Annual driver's certificate of violations (391.27)

Driver qualification files are to be kept for the duration of the driver's employment and three years thereafter. Records may be kept at the main office or at a regional or terminal location. The regulations require that records be available at the main office or other location within 48 hours after an official request has been made.

Produced by the Institute of Scrap Recycling Industries

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