

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.