Driver qualification file checklist

One copy per driver. Check each item against the file, and date the yearly ones.

DRIVER _____ HIRE DATE _____ REVIEWED BY / DATE _____

At hire BEFORE THE FIRST RUN

☐	**Employment application** signed, with 3 years of employment history (10 years for CDL drivers)	§391.21
☐	**Driving record (MVR) from every state** licensed in the last 3 years, in the file within 30 days of hire	§391.23(a)(1)
☐	**Road test certificate** or a copy of the CDL / certificate accepted instead	§391.31, 391.33
☐	**Proof of medical certification** medical examiner's certificate; for CDL drivers, the state driving record showing certified status	§391.51(b)(6)
☐	**National Registry note** examiner was on the National Registry, where it applies	§391.51(b)(8)
☐	**Medical variance** skill performance evaluation or exemption letter, only if the driver has one	§391.49

Every 12 months DATES DRIFT PER DRIVER

☐	**Annual driving record (MVR)** from every state that licensed the driver in the past year · date: _____	§391.25(a)
☐	**Annual review note** who reviewed the record and when · date: _____	§391.25(c)(2)
☐	**Medical certificate current** expiry date: _____	§391.41, 391.45

Kept outside the DQ file

☐	**Safety performance history requested** from DOT-regulated employers of the last 3 years, within 30 days of hire	§391.23, 391.53
☐	**Negative pre-employment drug test** received before any safety-sensitive work (CDL drivers)	§382.301
☐	**Full Clearinghouse query before hire** with the driver's electronic consent (CDL drivers)	§382.701(a)
☐	**Limited Clearinghouse query every 12 months** date: _____ (CDL drivers)	§382.701(b)

Keep the DQ file for the whole employment and 3 years after the driver leaves. Yearly items can be removed 3 years after they were made. Electronic files and signatures are allowed (§390.32). Details: iftax.org/dq-file-checklist

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