

## **DRIVER QUALIFICATION FILES**

We have heard stories about truck drivers that were cited for not having a current medical card or an expired commercial driver's license. You might ask why or how could this happen? What we have found is that most small companies are not aware of the Federal Motor Carrier Safety Administration (FMCSA) requirements for drivers. They are also not aware that each driver must have a Driver Qualification file and they must be kept current. The following checklist is an excerpt from the FMCSA Manual.

**Regularly Employed Drivers:** The file must include:

- [ ] **Driver's application for employment (391.21).**  
A person will not be allowed to drive a commercial motor vehicle unless he/she has completed and signed an application for employment.
- [ ] **Previous employer information (391.23).**  
An investigation of the driver's employment record during the preceding three years. This investigation must be made within 30 days of the day his/her employment begins.
- [ ] **Motor vehicle record from states for new hires (391.23).**  
The driver's driving record for the preceding three years.
- [ ] **Annual state motor vehicle record for current drivers (391.25(a)).**  
At least once every 12 months, a motor carrier must review the driving record of each driver. A note stating the results of this review shall be included in the driver's qualification file.
- [ ] **Annual review of driving record (391.25(c)), List of violations (391.27).**  
At least once every 12 months, a motor carrier must require each driver to prepare a list of all violations of motor vehicle traffic laws and ordinances during the previous 12 months.
- [ ] **Road test form and certificate (391.31(g)),  
or license or certificate accepted in lieu of road test (391.33)**  
A person must not be allowed to drive a commercial motor vehicle until he/she has successfully completed a road test and has been issued a certificate, or a copy of the license or certificate which the motor carrier accepted as equivalent to the driver's road test.
- [ ] **Medical exam certificate, original or a copy (391.43(h)).**  
The driver must pass a medical examination conducted by a licensed health care professional. A driver must be issued a medical examiner's certificate, which must be carried at all times and must be renewed every two years.
- [ ] **Controlled Substance Test Data**  
Substances sought in the test procedure; location and date of the collection; identity of those who performed the collecting, analyzed the specimen, and served as MRO; whether the test was positive or negative (but no quantitative data), and substances identified if positive.
- [ ] **Any letter granting a waiver of a physical disqualification.**
- [ ] **Entry-level driver training certificate (if applicable)**
- [ ] **Longer-combination vehicle training (or grandfathering) certificate (if applicable).**

This checklist provides you a list of all the documents that are required. It is the same items that the inspectors look for during a Level One inspection by DOT. Completing annual MVR checks will help ensure drivers are qualified and that they do not have excessive violations that will impact your liabilities.