

Driver Qualification File Checklist

Motor carriers are required to maintain a qualification file for each of their drivers. The following checklist will help to complete each driver qualification file. If you need further assistance, you can [call us at 1.888.260.9448](tel:18882609448) or visit DQF.CNSprotects.com.

✓	DQF Checklist	Retain document for:
Ongoing Updates	Inquiry To State Agencies for Driving Record – Annual Motor carriers must contact State agencies annually for an updated copy of each driver’s MVR.	3 years from date of execution
	Review of Driving Record – Annual At least once every 12 months, the carrier must collect a current motor vehicle record (MVR) from the State issuing a driver's license, and review the MVR to determine whether the driver still meets the minimum requirements for safe driving, and to confirm they are not disqualified pursuant to 49 CFR 391.15. A note including the name of the person who performed this review and the date must be retained in the file with the MVR.	3 years from date of execution
	Medical Examination Report and Medical Examiner’s Certificate All commercial drivers are required to pass a physical exam conducted by a licensed medical examiner at least once every 24 months. The carrier must retain a copy of this certificate. For CDL drivers; the carrier must retain a copy of the CDLIS motor vehicle record, which contains the examination information.	3 years from date of execution
	Employer note verifying that medical examiner is listed on National Registry of Certified Medical Examiners (Non-CDL drivers and CDL drivers) A note must be included in the driver's qualification file to verify that the medical examiner is listed on the National Registry of Certified Medical Examiners.	3 years from date of execution
Initial DQF Documents	Driver’s Application for Employment A driver must not drive a CMV unless an application for employment is completed and signed.	Life of employment + 3 years after termination
	Driver’s Road Test Certificate or Equivalent* A person must not drive a commercial motor vehicle until he/she has successfully completed a road test and has been issued a certificate.	Life of employment + 3 years after termination
	Inquiry to Previous Employers: Safety Performance History Records Request Carriers must investigate the driver's employment record during the preceding three years. This investigation must be completed within 30 days of the date employment begins. Carrier must retain a record of the request and all response documentation.	Life of employment + 3 years after termination
	Safety Performance History Records: Driver Correction or Rebuttal (if applicable) Carriers must maintain a record of both the request for a driver’s safety performance history and any related documentation, for example if a driver documents that information in the history is inaccurate.	Life of employment + 3 years after termination

✓	DQF Checklist	Retain document for:
	<p>Inquiry to State Agencies: 3-Year Driving Record</p> <p>Carriers must contact State agencies for the driver's MVR for the past three years. Request must be made within 30 days of hire. MVR must be kept in the driver's personnel file, and updated annually. See Review of Driving Record above.</p>	Life of employment + 3 years after termination
	<p>Pre-Employment Drug and Alcohol Documents</p> <p>Before performing safety-sensitive functions, such as operating a CMV, the driver must undergo testing for controlled substances. However, if a driver meets certain exceptions, listed in 382.301(b), the employer is not required to submit the driver to testing; if exercising one of these exceptions, the employer must retain in the driver qualification file specific information, outlined in 382.301(c). In addition, as part of the investigation and inquiries employers are required to conduct for each driver they employ, as outlined in 391.23, employers must request information about previous drug and alcohol program violations from all previous DOT-regulated employers that employed the driver within the last three years in a position that required DOT drug and alcohol testing. This information supplements queries conducted in the Drug and Alcohol Clearinghouse, as required per 382.701, to cover the required three years. Any documentation collected from previous employers through these inquiries must be retained in the driver qualification file. Clearinghouse query results do not need to be retained in the driver qualification file, as they are retained by FMCSA in the Clearinghouse.</p>	See Controlled Substances and Alcohol chapter for recordkeeping requirements.
	The following additional documents are only required for certain types of drivers, or in specific situations.	
	<p>Longer Combination Vehicle (LCV) Driver Training Certificate</p> <p>A driver must not operate an LCV unless the driver can produce an LCV Driver Training Certificate or an LCV Driver Training Certificate of Grandfathering.</p>	Life of employment + 3 years after termination
	<p>Longer Combination Vehicle (LCV) Certificate of Grandfathering</p> <p>Grandfather clause - Review sections (b), (c), and (d) of the 49 CFR 380.111 grandfather clause section to determine if you qualify.</p>	Life of employment + 3 years after termination
	<p>Multiple-Employer Drivers</p> <p>If a motor carrier employs a person as a multiple-employer driver, the motor carrier shall comply with all requirements set forth in 49 CFR 391.63.</p>	Life of employment + 3 years after termination
	<p>Skill Performance Evaluation Certificate</p> <p>A letter of application for an SPE certificate may be submitted jointly by the driver and motor carrier.</p>	3 years from date of execution

Initial DQ File Documents