



Driver Qualification File Checklist

(All references are from FMCSA Regulations – 49 CFR)

- ____ Driver's application for employment *including hire date* (391.21)
- ____ Pre-Employment Drug and Alcohol Documents – (49 CFR 40.25(j); 49 CFR 382.301)

Employers must ask potential employees if they have tested positive or refused to test, on any pre-employment drug or alcohol test within the past three years. If the potential employee admits to having a positive test or refused to test, that individual must not perform safety sensitive functions until the successful completion of the return-to-duty process.

Documentation demonstrating completion of return-to-duty process must be retained in the driver qualification file.
- ____ 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 is no longer required as of 5/9/2022, however previous lists of violations must be kept in drivers' file for three years. (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.