

# Driver Qualification File Checklist

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- Driver's application for employment (391.21) — retain for duration of employment + 3 years
  - Initial and annual Motor Vehicle Record (MVR) from every licensing state (391.23)
    - Road test certificate or equivalent (CDL skill test) (391.31/33)
      - Medical examiner's certificate — current and valid (391.43)
        - Annual review of driving record with manager sign-off (391.25)
          - Annual driver certification of violations (391.27)
            - Previous employer safety performance history – 3 years (391.23(d))
              - Drug & alcohol testing records (pre-employment, random, post-accident, RTD, reasonable suspicion)
                - Entry-level driver training certificate (if applicable)
                  - Skill Performance Evaluation (SPE) certificate (if applicable)

## Retention & Update Notes

- Keep the full DQ file for the length of employment plus three years after separation.
- Run annual motor vehicle record checks and certification of violations every 12 months.
- Update medical certificates before expiration; remove drivers from safety-sensitive duties if expired.
- Document any safety performance requests within 30 days of hiring and store responses.
- Record any training, discipline, or remediation tied to accidents or violations.