

Driver Qualification File Checklist

One sheet per driver. Items 1 to 8 follow 49 CFR 391.51(b).

Carrier name	USDOT number	Checked by	Date
Driver name	Employment start date	☐ CDL ☐ No CDL	Employment end date

IN THE DRIVER QUALIFICATION FILE

	Record	In file	Date of record	Next due or expires
1	Application for employment 49 CFR 391.51(b)(1); 391.21	☐		—
2	Motor vehicle record from each state that licensed the driver in the last 3 years, obtained within 30 days of the start date 49 CFR 391.51(b)(2); 391.23(a)(1), (b)	☐		—
3	Road test certificate, or a copy of the license or certificate accepted in its place 49 CFR 391.51(b)(3); 391.31(e), 391.33	☐		—
4	Annual motor vehicle record, requested at least once every 12 months 49 CFR 391.51(b)(4); 391.25(a)	☐		
5	Note of the annual review of the driving record: reviewer's name and date 49 CFR 391.51(b)(5); 391.25(c)(2)	☐		
6	Medical examiner's certificate. For a CDL driver: the CDLIS motor vehicle record showing medical certification status 49 CFR 391.51(b)(6); 391.43(g)	☐		
7	Medical variance, if the driver has one: Skill Performance Evaluation certificate or medical exemption 49 CFR 391.51(b)(7)	☐		—
8	Driver without a CDL: note verifying the examiner was on the National Registry 49 CFR 391.51(b)(8); 391.23(m)(1)	☐		—

KEPT OUTSIDE THE QUALIFICATION FILE

Record	Done	Date	Next due
Safety performance history: the driver's written authorization, and each previous employer's response or your documented attempts. Kept in the driver investigation history file, secure and with controlled access 49 CFR 391.23(c)–(f); 391.53	☐		
Drug and Alcohol Clearinghouse: full query before the driver first performs a safety-sensitive function (CDL drivers) 49 CFR 382.701(a)	☐		
Drug and Alcohol Clearinghouse: query at least once a year (CDL drivers) 49 CFR 382.701(b)	☐		

MISSING OR NEEDS FOLLOW-UP

Keep the qualification file for as long as the driver works for you and for three years after (49 CFR 391.51(c)). Items 4 to 8 may be removed three years after the date of the record (391.51(d)). Previous-employer safety performance histories are kept for the same period in the investigation history file (391.53(c)). Drug and alcohol testing records are kept under 49 CFR 382.401 with access limited to people who need them; keep them out of the general driver file.