

Driver qualification file checklist

What 49 CFR 391.51 requires in the file on every driver of a commercial motor vehicle, including yourself if you drive under your own authority, and when each item is due.

In the file before, or soon after, the driver starts

- ☐ Employment application
§ 391.21
Before the driver operates for you
- ☐ Motor vehicle record from each state that licensed the driver in the past 3 years
§ 391.23(a)(1), (b)
Requested, and in the file, within 30 days of hire
- ☐ Road test certificate, or the CDL accepted in its place
§ 391.31(e) / § 391.33
Before the driver operates for you
- ☐ Medical examiner's certificate, or the CDLIS record for CDL holders
§ 391.43(g) / § 391.51(b)(7)
Before driving; renewed on the certificate's own cycle
- ☐ Note verifying the medical examiner on the National Registry
§ 391.23(m)
At hire and with each new certificate
- ☐ SPE certificate or medical exemption, where one applies
§ 391.49 / Part 381
While it is in effect

Every 12 months

- ☐ Annual motor vehicle record
§ 391.25(a)
Every 12 months
- ☐ Note of your annual review of the driving record
§ 391.25(c)(2)
Every 12 months

Kept, but not in the DQ file

- ☐ Safety performance history responses from previous DOT-regulated employers: the separate driver investigation history file
§ 391.23(d), § 391.53
- ☐ Clearinghouse consents and query results: with your drug and alcohol records
Part 382

Keep the file for as long as the driver works for you and three years after. The annual records, medical certificates and verification notes may be removed three years after they were made (49 CFR 391.51(c), (d)).