

Driver Qualification File

Every motor carrier must have a qualification file for each regularly employed driver. This includes drivers who are required to maintain a CDL and a Class E license. **Each driver's qualification file shall be retained for as long as a driver is employed by the motor carrier and for three (3) years thereafter.** The file must include:

◆ **Driver's Application for Employment (391.21)**

A person will not be allowed to drive a commercial vehicle unless (s)he has completed and signed an application for employment.

Retain the following forms in driver's file **permanently**

#1 Employment Application (2 pages) Form

#2 Supplemental Application for DOT Drivers (2 pages) Form

◆ **Inquiry to Previous Employers - 3 Years (391.23(a)(2) & (c))**

An investigation of the driver's safety performance history with DOT-regulated employers during the preceding three years. This investigation must be made within 30 days of the date his/her employment begins.

Retain the following forms in driver's file **permanently**

#3 Driver Investigation History Files (DIHF) Form

#4 Previous Pre-employment Employee Alcohol & Drug Test Statement Form

#5 Safety Performance History Records Request (2 pages) Form

◆ **Inquiry to State Agencies - 3 Years (391.23(a)(1) & (b))**

The driver's driving record for the preceding three years within first 30 days of hire and annually thereafter.

Retain the following forms in driver's file for **three (3) years**

#6 Request for Check of Driving Record..... Form

#7 State Report *There is no form* Report
Insert report from the State in which driving check was requested

◆ **Annual Review of Driving Record (391.25)**

At least once every 12 months, a motor carrier must review the driving record of each driver. A note stating the results of this review shall be included in the Driver's Qualification File.

Retain the following forms in driver's file for **three (3) years**

#8 State Report *There is no form* Report
Insert report from the State in which driving check was requested

◆ **Annual Driver's Certification of Violations (391.27)**

At least once every 12 months, a motor carrier must require each driver that it employs to prepare and furnish it with a list of all violations of motor vehicle traffic laws and ordinances during the previous 12 months. Note: Drivers who have provided information required by Section 383.31 need not repeat that information in this annual list of violations.

Retain the following forms in driver's file for **three (3) years**

#9 Violation and Review Record Form

◆ **Driver's Road Test Certificate or Equivalent (391.31)**

A person must not be allowed to drive a commercial motor vehicle until (s)he has successfully completed a road test and has been issued a certificate, or a copy of the license or certificate, which the motor carrier accepted as equivalent to the driver's road test pursuant to Section 391.33.

Retain the following forms in driver's file **permanently**

- #10 **Record of Road Test (2 pages)** **Form**
- #11 **Certification of Road Test (bottom of second page of Form #10)**..... **Form**

◆ **Medical Examinations (391.43)**

The driver must pass a medical examination conducted by a licensed health care professional. A driver must be issued a Medical Examiner's Certificate, which must be carried at all times and must be renewed every two years.

- * (Unless grandfathered in intrastate commerce 5/13/88)
- * Individuals with some physical impairments may qualify for application through the Medical Program

Retain the following forms in driver's file **permanently**

- #12 **Medical Examination Report (8 pages)**..... **Form**
Only pages 1-3 to be kept in driver's file
- #13 **Medical Examiner's Certificate**..... **Form**

◆ **Drug & Alcohol Testing (382.301)**

Drivers operating commercial motor vehicles, which require a commercial driver's license (CDL), are subject to drug and alcohol testing as required by Section 382.

- * Pre-employment drug test results (382.301)
- * Carrier Drug and Alcohol Policy (382.601(d))
- * Previous employer check on drug and alcohol (382.413), (40.25)
- * Drug & Alcohol Clearinghouse Consent (382.701b)

Retain the following forms in driver's file **permanently**

- #14 **Hiland Dairy Foods Company L.L.C. Alcohol & Controlled Substance Use, Abuse & Testing Policy (8 pages)**..... **Policy**
Retain in file only page 8:
Receipt of Hiland Dairy Foods Company L.L.C. Alcohol & Controlled Substance Use, Abuse & Testing Policy **Form**
- #14.1 **Clearinghouse Notice to Register & Consent & Consent for Limited Queries** **Form**
- #15 **Pre-Employment Drug Screen Results**..... **Report**
Retain the following form in driver's file for three (3) years
- #16 **Copy of Driver's Commercial Driver License(s) (CDL)**..... **Copy**

◆ **Additional Forms**

Retain the following form in driver's file **permanently**

- #17 **Motor Vehicle Driver's Certification of Compliance with Driver License Requirements**.... **Form**
Retain the following form in driver's file for **six (6) months**
- #18 **Hours-of-Service Record for First Time or Intermittent Drivers** **Form**
Retain the following forms in driver's file permanently
- #19 **Driver's Receipt** **Form**
Federal Motor Carrier Safety Regulations Pocketbook (ORS-7A)
- #20 **Driver's Receipt** **Form**
Keller's Drug & Alcohol Testing: Training and Awareness Driver Handbook
- #21 **Entry-Level Driver Training Certificate** **Form**
- #22 **Cell Phone Policy for CMV Drivers** **Form**