

# DRIVER HIRING CHECKLIST

## Driver Qualification File

Complete	N/A	Date	Documentation
<input type="checkbox"/>	<input type="checkbox"/>		Driver-specific application for employment
<input type="checkbox"/>	<input type="checkbox"/>		Motor vehicle record(s) (MVR)*
<input type="checkbox"/>	<input type="checkbox"/>		Road test/certificate conducted by our carrier, or Photocopy of a CDL accepted in lieu of road test, or Road test certificate less than 3 years old accepted in lieu of road test
<input type="checkbox"/>	<input type="checkbox"/>		Background investigation (Safety Performance History)
<input type="checkbox"/>	<input type="checkbox"/>		Medical examiner's certificate*
<input type="checkbox"/>	<input type="checkbox"/>		Verification that medical examiner is listed on National Registry

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\*For CDL/CLP drivers, proof of current medical certification must be shown on the MVR, in which case a copy of the medical certificate is not required.

## Drug and alcohol records (if subject)

Complete	N/A	Date	Documentation
<input type="checkbox"/>	<input type="checkbox"/>		DOT pre-employment drug screen <b>result</b> received
<input type="checkbox"/>	<input type="checkbox"/>		Documentation of pre-employment exception received from former employer(s)
<input type="checkbox"/>	<input type="checkbox"/>		Driver issued educational materials and company policy
<input type="checkbox"/>	<input type="checkbox"/>		Asked driver about positive DOT <b>pre-employment</b> tests over the past 2 years

## Other Documentation

Complete	N/A	Date	Documentation
<input type="checkbox"/>	<input type="checkbox"/>		Title:
<input type="checkbox"/>	<input type="checkbox"/>		Title:
<input type="checkbox"/>	<input type="checkbox"/>		Title:
<input type="checkbox"/>	<input type="checkbox"/>		Title:

**Notes:**

## Driver Qualification File Checklist

The following documents are to be included in a DQ file for duration of employment:

- Driver-specific application for employment (§391.21);
- Original motor vehicle record (MVR) requested from state(s) within 30 days of hire (§391.23);
- Road test or road test exception:
  - Road test form and certificate conducted by your motor carrier (§391.31(g)), or
  - Road test certificate conducted by another motor carrier within the past 3 years (§391.33(a)(2)), or
  - Photocopy of a CDL accepted in lieu of road test - not applicable if hired to operate doubles, triples, or tankers. (Note: No subsequent copies of license renewals required.) (§391.33(a)(1));
- Background investigations (§391.23):
  - Drivers hired before October 30, 2004:* General employment verifications sent to all former employers for the 3 years prior to the application date or a record of a good faith effort; or
  - Drivers hired on or after October 30, 2004:* Safety Performance History data from all former DOT-regulated employers for the 3 years prior to the application date or a record of a good faith effort. This form must be maintained in accordance with §391.53 (secured, limited access) and may be in a separate Driver Investigation History File; and if applicable, any driver rebuttals to the Safety Performance History data and responses to the rebuttals from the former DOT-regulated employers.

The following documents are to be included in the DQ file for three years from date of execution:

- Medical certificate or MVR showing that driver is medically certified (§391.43(g)):
  - Medical exam certificate, original or a copy, for all non-CDL drivers; or
  - Medical exam certificate, original or a copy, kept for up to 15 days, until the CDL/CLP driver's MVR can be obtained, showing current medical certification status; or
  - Current MVR showing CDL/CLP driver's medical certification status.
- If applicable, documentation of any variance, exemption, or waiver from the physical qualification standards (§391.51(b)(7));

- Verification that medical examiner was listed on National Registry (for exams conducted after May 20, 2014) (§391.51(b)(9));
- Annual motor vehicle record (§391.25);
- Annual review of driving record (§391.25); and
- Annual list of violations from driver (§391.27).

The DQ file and Driver Investigation History file must be retained for 3 years after a driver leaves your employment.

The following documents are also required and kept in the DQ file, but are not applicable to all drivers:

- Longer Combination Vehicle (LCV) Driver-Training Certificate (§380.401); and
- Entry-level driver training certificate (§380.509(b)).

### **Multiple Employer Driver**

A DQ file for a driver meeting the "multiple employer driver" definition and employed under the rules in §391.63 must include:

- Proof of medical certification, as described above (§391.43(g));
- Road test form and certificate (§391.31(g)), or a photocopy of a CDL or certificate accepted in lieu of road test (§391.33);
- Driver's name and Social Security number; and
- Identification number, type, and issuing state of motor vehicle operator's license.

These records must be retained for the duration of employment plus 3 years after employment ceases.

### **Driver Borrowed From Another Motor Carrier**

For drivers who meet the criteria set forth in §391.65(a)(1), a motor carrier may accept:

- A certificate, completed by both the driver and primary employing motor carrier that meets the prescribed format in §391.65(a)(2) (Note: Motor carriers must verify the certificate's validity via phone, letter, or in person.)