

NON-CDL Driver Qualification File Checklist

[49 CFR 391](#) explains the minimum requirements for commercial motor vehicle drivers. Motor carriers are required to maintain a [Qualification File](#) for each of their drivers. The following checklist will help you ensure that each driver qualification file is complete. This file must be completed within 30 days of hire.

✓	Form/Inquiry/Note to Include	Must Retain Document For
Initial DQ File Documents	<p>Driver’s Application for Employment — 49 CFR 391.21(b1-12)</p> <p>A person shall not drive a commercial motor vehicle unless he/she has completed and furnished the motor carrier that employs him/her with an application for employment that meets the requirements of paragraph (b) of this section.</p>	Life of employment + 3 years after termination
	<p>Safety Performance History Records Request — 49 CFR 391.23(g)(1)</p> <p>Carriers must investigate the driver’s safety performance history and employment record during the preceding three years. This investigation must be completed within 30 days of the date employment begins. Carrier must retain a record of the request and all response documentation.</p>	Life of employment + 3 years after termination
	<p>Medical Examination Report and Medical Examiner’s Certificate — 49 CFR 391.43</p> <p>All commercial drivers are required to pass a physical exam conducted by a licensed medical examiner at least once every 24 months. The carrier must retain a copy of this certificate. For CDL drivers; the carrier must retain a copy of the CDLIS motor vehicle record, which contains the examination information.</p>	Life of employment + 3 years after termination
	<p>Road Test Certificate — 49 CFR 391.31(a)</p> <p>Except as provided in subpart G, a person shall not drive a commercial motor vehicle unless he/she has first successfully completed a road test and has been issued a certificate of driver’s road test in accordance with this section. The road test shall be given by the motor carrier or a person designated by it.</p>	Life of employment + 3 years after termination
	<p>Employer note verifying that medical examiner is listed on National Registry of Certified Medical Examiners — Non-CDL drivers: 49 CFR 391.51(b)(9)(i); CDL drivers: 49 CFR 391.51(b)(9)(ii)</p> <p>A note must be included in the driver’s qualification file to verify that the medical examiner is listed and current on the National Registry of Certified Medical Examiners.</p>	Life of employment + 3 years after termination
	<p>Hours of Service Statement — CFR 395.8(j)(2)</p> <p>Motor carriers, when using a driver for the first time or intermittently, shall obtain from the driver a signed statement giving the total time on duty during the immediately preceding 7 days and the time at which the driver was last relieved from duty prior to beginning work for the motor carriers. The driver must certify their 7 prior days on the day they start performing a safety sensitive function</p>	Life of employment + 3 years after termination
	<p>Inquiry To State Agencies for 3-Year Driving Record — 49 CFR 391.23(a)(1) and (b)</p> <p>Carriers must contact State agencies for the driver’s MVR for the past three years. Request must be made within 30 days of hire. MVR must be kept in the driver’s qualification file, and updated annually. See “Review of Driving Record” entry below.</p>	Life of employment + 3 years after termination

Annual Ongoing Driver Qualification File Checklist

[49 CFR 391](#) explains the minimum requirements for commercial motor vehicle drivers. Motor carriers are required to maintain a [qualification file](#) for each of their drivers. The following checklist will help you ensure that each driver qualification file is updated on an annual basis.

✓	Form/Inquiry/Note to Include	Must Retain Document For
	<p>Inquiry To State Agencies for Driving Record – Annual — 49 CFR 391.25 (a) and (c) Motor carriers must contact State agencies annually for an updated copy of each driver's MVR.</p>	3 years from date of execution
	<p>Review of Driving Record – Annual — 49 CFR 391.25 (c) (2) At least once every 12 months, the carrier must collect a current motor vehicle record (MVR) from the State issuing a driver's license and review the MVR to determine whether the driver still meets the minimum requirements for safe driving, and to confirm they are not disqualified pursuant to 49 CFR 391.15. A note including the name of the person who performed this review and the date must be retained in the file with the MVR.</p>	3 years from date of execution
Ongoing Updates	<p>Medical Examination Report and Medical Examiner's Certificate — 49 CFR 391.43 All Commercial drivers are required to pass a physical exam conducted by a licensed medical examiner at least once every 24 months or as noted by the medical examiner. The carrier must retain a copy of this certificate. For CDL drivers; the carrier must retain a copy of the CDLIS motor vehicle record, which contains the examination information. A new MVR must be obtained within 15 days of receiving the new medical card to verify it has been self-certified and attached to the Drivers License.</p>	Life of employment + 3 years after termination
	<p>Employer note verifying that medical examiner is listed on National Registry of Certified Medical Examiners — Non-CDL drivers: 49 CFR 391.51(b)(9)(i); CDL drivers: 49 CFR 391.51(b)(9)(ii) A note must be included in the driver's qualification file to verify that the medical examiner is listed on the National Registry of Certified Medical Examiners.</p>	Life of employment + 3 years after termination