

Check List for Driver Qualification File

Name _____ Date _____

The following documents listed below must be completed and maintained in the Driver Qualification File for each driver:

- 1) ___ Driver application for employment: *to include*
 - List all previous employers for past 3 years / make sure all time is covered
 - List all previous employers for the past 10 years
 - Driver original signature and date
- 2) ___ DOT Physical-Medical Examiner's Certificate...**required before starting to drive**
- 3) ___ Consent form signed for DOT required Drug and Alcohol testing
- 4) ___ Pre-employment negative test result on file **before starting to drive**
- 5) ___ Inquiry to all previous employers for past 3 years to be completed within 30 days after employee starts to drive
- 6) ___ Applicant signature for Request/Consent form for previous employers on
 - Alcohol and Drug test records
 - Check and document employment for past 24 months.... to be completed within 14 days after starting to drive. A second attempt to obtain information is required if needed.
- 7) ___ Driver data sheet must be completed or a log for the 7 days prior to starting to drive
- 8) ___ Copy of CDL or Driver Road Test Certification (Tanks/HazMat must have both)
- 9) ___ Copy of driver MVR record for previous 3 years.... must be checked within 30 days from the time the applicant starts to drive
- 10) ___ Signature of Drug and Alcohol Testing Policy acknowledgment and receipt
- 11) ___ Signature for Affidavit of TxDOT Positive Test Result form if a positive test result is reported
- 12) ___ SAP evaluation and release form from driver if a positive test result has been reported
- 13) ___ Driver's annual certifications of violations: required after 12 months driving and annually thereafter
- 14) ___ Annual review of driving record by Management..... required after 12 months driving and annually thereafter
- 15) ___ Certification of CDL compliance
- 16) ___ Certification of CMV Driver Training if CDL was issued after Jan.1, 2004

Remarks _____

Allied Compliance Services, Inc.®

800-411-6906