

DOT driver qualification file requirements

All companies with fleet vehicles and drivers that are regulated by the Department of Transportation (DOT) must maintain a driver's qualification file for each driver. These files must contain the documents mentioned below and proof of competency for each driver employed by the company.

Having properly trained and qualified drivers reduces the chance of losses due to lack of knowledge or awareness of the risks involved in commercial motor vehicle (CMV) operations.



WHAT IS REQUIRED IN A DRIVER QUALIFICATION FILE?

1. Driver's application for employment.

A driver must not be allowed to operate a CMV without an application for employment on file with the company. This includes mechanics that operate vehicles on public roads.

2. Performance history inquiry with previous employers.

These inquiries may be completed by phone call, written request or in-person interview, however all efforts to contact the previous employer must be documented.

3. Inquiry to state agencies for driver's motor vehicle records (MVR's) and carrier's annual review of records.

A copy of the MVR's must be in the file within 30 days of the hire date. The carrier must obtain the MVR's annually and file them.

4. Driver's road test certificate or equivalent.

The file must contain a copy of the driver's license or a valid road test certificate.

5. The Medical Examiner's Certificate (MEC) must be obtained by the carrier from the current licensing state and placed in the driver's file.

The driver must renew the MEC certificate every two years or sooner if earlier renewal is prescribed by the physician.

6. Inquiry about drug and alcohol tests.

Employers must ask potential employees if they have tested positive, or refused to test, on any pre-employment drug or alcohol test where the employee applied for but did not obtain, safety-sensitive transportation work.

If the employee admits to having a positive test or refused to test, they cannot perform safety sensitive functions until the successful completion of the returned-to-duty process.

For more details on driver qualification file requirements, UFG Insurance recommends that you utilize the Department of Transportation's [driver qualification checklist](#) and also review the Code of Federal Regulations [49 CFR 391](#).

Sources:

<https://csa.fmcsa.dot.gov/SafetyPlanner/default.aspx>

The information contained in this service bulletin was obtained from reliable sources. However, UFG accepts no legal responsibility for the correctness or completeness of this information.

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