

Department of Transportation (DOT) File Checklist

Motor carriers must assure that all drivers of commercial motor vehicles meet the minimum qualifications specified in Part 391

Driver Requirements

A driver must meet the following requirements:

- Be in good health and physically able to perform all duties of a driver
- Be at least 21 years of age to operate Interstate.
- Speak and read English well enough to converse with the general public, understand highway traffic signs and signals, respond to official questions, and be able to make legible entries on reports and records.
- Be able to drive the vehicle safely
- Know how to safely load and properly block, brace, and secure the cargo
- Have only one valid commercial motor vehicle operator's license
- Provide an employing motor carrier with a list of all motor vehicle violations or a signed statement that the driver has not been convicted of any motor vehicle violations during the past 12 months. A disqualified driver must not be allowed to drive a commercial motor vehicle for any reason.
- Pass a driver's road test or equivalent
- Complete an application for employment
- Possess a valid medical certificate

Driver Qualification File - Check List

Every motor carrier must have a qualification file for each regularly employed driver. The file must include:

<ul style="list-style-type: none">• DRIVER APPLICATIONS FOR EMPLOYMENT (391.21) A person will not be allowed to driver a commercial motor vehicle unless he/she has completed and signed an application for employment.
<ul style="list-style-type: none">• INQUIRY TO PREVIOUS EMPLOYERS – 3 YEARS (391.23) An investigation of the driver's employment record during the preceding three years. This investigation must be made within 30 days of the date his/her employment begins...
<ul style="list-style-type: none">• DRIVERS ROAD TEST CERTIFICATE OR EQUIVALENT (391.33) A person must not be allowed to drive a commercial motor vehicle until he/she 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.
<ul style="list-style-type: none">• ANNUAL DRIVER RECORD INQUIRY OF EACH STATE AGENCY: (391.25a) A copy of the response from each agency should be maintained.
<ul style="list-style-type: none">• ANNUAL REVIEW OF DRIVING RECORD – MVR (391.25c) At least once very 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.
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• MEDICAL EXAMINATIONS 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.

The above information was excerpted directly from the U.S. Department of Transportation, Federal Motor Carrier Safety Administration, office of Motor Carriers' publication "A Motor Carrier' Guide to Improving Highway Safety"