DRIVER QUALIFICATION FILE CHECKLIST

49 CFR PART 391 · ONE CHECKLIST PER DRIVER

A complete DQ file is your first line of defense in an audit — and in litigation after a loss. Retain each file for the duration of employment plus 3 years (§391.51). Incomplete DQ files are among the most-cited violations in new entrant audits.

AT HIRE

✓	REQUIRED ITEM	CITATION	DEADLINE
☐	Driver's employment application (complete & signed)	§391.21	Before dispatch
☐	Safety performance history — inquiry to all DOT-regulated employers, past 3 years	§391.23(D)(E)	Within 30 days of hire
☐	Motor Vehicle Record (MVR) from every state licensed in past 3 years	§391.23(A)	Within 30 days of hire
☐	Road test certificate — or accepted CDL equivalent	§391.31 / .33	Before dispatch
☐	Medical Examiner's Certificate (med card) on file	§391.43	Before dispatch
☐	Verification examiner is listed on the National Registry	§391.51(B)(9)	With med cert
☐	Drug & Alcohol Clearinghouse — full pre-employment query	§382.701(A)	Before dispatch
☐	Pre-employment drug test — negative result received	§382.301	Before dispatch
☐	Entry-Level Driver Training (ELDT) — verify via Training Provider Registry (CDLs issued after Feb 7, 2022)	§380 SUBPART F	Before dispatch

RECURRING — EVERY DRIVER, EVERY YEAR

✓	REQUIRED ITEM	CITATION	FREQUENCY
☐	Annual MVR pulled & reviewed — reviewer's note in file	§391.25	Every 12 months
☐	Clearinghouse limited query for each driver	§382.701(B)	Every 12 months
☐	Medical certificate renewal tracked before expiration	§391.45	Per card expiry

DRIVER NAME _____ **HIRE DATE** _____ **FILE REVIEWED BY / DATE** _____

For general guidance only — not legal advice. Pair with the MIG Annual MVR / Clearinghouse Review Tracker. Current as of July 2026.