

Driver Qualification File Checklist

Driver Name

| |
|--|
| |
|--|

Driver's License Number

Type of License

| | |
|-----|--|
| - - | |
|-----|--|

State of Issue

| |
|--|
| |
|--|

Hire Date

Last Day Worked

| | |
|--|--|
| | |
|--|--|

Driver Qualification File - Regularly Employed

- Driver's application for employment
- Copy of motor vehicle records from three years prior to employment
- Certificate of CMV driver road test (or equivalent)
- Copy of motor vehicle record for each year of employment
- Annual motor vehicle record review notes
- Driver-generated list of all traffic violations for each year of service
- Medical examiner's certificate
- Copy of medical variance documentation (if applicable)
- Skill performance evaluation certificate obtained from field administrator, division administrator or state director (if applicable)
- LCV training certificate (if applicable)

Driver Qualification File - Intermittent/Occasional Driver

- Medical examiner's certificate
- Certificate of CMV driver road test (or equivalent)
- Copy of CMV driver's license
- Signed hours of service record statements(s)

Prepared by

Date

| | |
|--|--|
| | |
|--|--|

Employee Signature

Date

| | |
|--|--|
| | |
|--|--|

Manager/Supervisor Signature

Date

| | |
|--|--|
| | |
|--|--|