

Driver Qualification File Checklist

- FE ____ Driver Application for Employment (391.21)
- GE ____ Record of Road Test (391.31)
- HE ____ Certificate of Road Test (391.31)
- IE ____ Certificate of Road Test (392.23)
- JE ____ Motor Vehicle Driver Certification of Violations (391.23(A)(1)&(B)) (391.25)
- KE ____ Medical Examiner's Certificate (391.27)
- LE ____ Medical Examiner National Registry Verification (391.43)
- ME ____ Medical Examiner National Registry Verification (391.23)(m)
- NE ____ Copy of Social Security Card (Original Issue – not a metal card)
- OE ____ New Entry Driver Training/Certificate

Alcohol & Drug Test Records

- 1. ____ Clearinghouse Query (Annual) (Sections 40 & 382)
- 2. ____ Clearinghouse Consent (Sections 40 & 382)
- 3. ____ Previous Pre-Employment Employee Alcohol & Drug Test Statement (Section 40.25)
- 4. ____ Drug and Alcohol Records Request (Sections 40.329 & 40.331)
- 5. ____ Alcohol and Drug Employee's Certified Receipt (Section 382.601(d))
- 6. ____ Alcohol and/or Drug Test Notification (Section 382.113)
- 7. ____ Drug Test Results (Section 40.163)
- 8. ____ Observed Behavior Reasonable Suspicion Record (Section 382.307)
- 9. ____ U.S. DOT Alcohol Testing Form (Section 40.225)
- 10. ____ Federal Drug Testing Custody and Control Form (Section 40.45)
- 11. ____ Company Drug Testing Policy (Dated, Signed, and Witnessed)

Driver Investigation History Records

- 1. ____ Safety Performance History Records Request (Section 391.23)
- 2. ____ Previous Employee Safety Performance History (Section 391.23)