Driver Hiring Checklist

Before hiring a driver, you need to make sure they're qualified in accordance with Parts 382, 383 and 391 of the FMCSRs. Use this printable checklist to ensure you have all the required documentation on file.

Driver Qualification File

Complete	N/A	Date	Documentation
☐	☐		Driver-specific application for employment
☐	☐		Motor vehicle record(s) (MVR)*
☐	☐		One of the following to satisfy the road test requirement: new road test/certificate, copy of a CDL accepted in lieu of road test, or certificate of a road test performed within the past 3 years
☐	☐		Background investigation (Safety Performance History responses from DOT-regulated employers in the prior 3 years)
☐	☐		Medical examiner's certificate*
☐	☐		Verification that medical examiner is listed on National Registry (applies to non-CDL drivers and CDL drivers whose MVR is not directly updated from the National Registry)

* For CDL/CLP drivers, proof of current medical certification must be shown on the MVR

Drug & Alcohol Records (If subject to Part 382. Drivers are subject to FMCSA testing if expected to operate a CMV requiring a CDL.)

Complete	N/A	Date	Documentation
☐	☐		DOT pre-employment drug screen result received, or documentation of pre-employment exception received from former employer(s)
☐	☐		Driver issued educational materials and company policy (Signed receipt from CDL-vehicle driver)
☐	☐		Asked driver about positive DOT pre-employment tests over the past 2 years
☐	☐		A full query (pre-employment) of the CDL Drug and Alcohol Clearinghouse is performed

Other Documentation

Complete	N/A	Date	Documentation
☐	☐		Title:
☐	☐		Title:
☐	☐		Title:

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