

Driver Hiring Checklist

Before hiring a driver, you need to make sure they're qualified in accordance with Parts 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
<input type="checkbox"/>	<input type="checkbox"/>		Driver-specific application for employment
<input type="checkbox"/>	<input type="checkbox"/>		Motor vehicle record(s) (MVR)*
<input type="checkbox"/>	<input type="checkbox"/>		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
<input type="checkbox"/>	<input type="checkbox"/>		Background investigation (Safety Performance History)
<input type="checkbox"/>	<input type="checkbox"/>		Medical examiner's certificate*
<input type="checkbox"/>	<input type="checkbox"/>		Verification that medical examiner is listed on National Registry

* For CDL/CLP drivers, proof of current medical certification must be shown on the MVR, in which case a copy of the medical certificate is not required.

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
<input type="checkbox"/>	<input type="checkbox"/>		DOT pre-employment drug screen result received, or documentation of pre-employment exception received from former employer(s)
<input type="checkbox"/>	<input type="checkbox"/>		Driver issued educational materials and company policy
<input type="checkbox"/>	<input type="checkbox"/>		Asked driver about positive DOT pre-employment tests over the past 2 years
<input type="checkbox"/>	<input type="checkbox"/>		A full query (pre-employment) of the CDL Drug and Alcohol Clearinghouse is performed

Other Documentation

Complete	N/A	Date	Documentation
<input type="checkbox"/>	<input type="checkbox"/>		Title:
<input type="checkbox"/>	<input type="checkbox"/>		Title:
<input type="checkbox"/>	<input type="checkbox"/>		Title:



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