

Prevention Connection



Safety resources to protect your world

D.O.T (Department of Transportation) REQUIREMENTS FOR DRIVER QUALIFICATION FILES

CHECKLIST FOR FILE RETENTION

Applicant _____ CDL/License No. _____

Address _____ Phone No. _____

Date File Open _____ Date Applicant Employed _____ Applicant Not Hired _____

REQUIREMENTS for Commercial Vehicles 10,001-26,000 LBS (GVW) (Including Passenger and HAZ MAT) - Not Required for Vehicles under 10,001 LBS (GVW)

<u>Document</u>	<u>Date Completed</u>	<u>Completed by</u>	<u>Retention</u>	<u>Updated Needed</u>
1. Driver Application	_____	_____	3 yrs.	1 time in full detail
2. Previous Employment Inquiry	_____	_____	3 yrs.	1 for each previous employer
3. MVR Motor Vehicle Record	_____	_____	3 yrs.	Initial hire and Every 12 months
4. Physical Exam	_____	_____	3 yrs.	Every 12 months
5. Written Exam/Answers	_____	_____	3 yrs.	1 time only
6. Road Test	_____	_____	3 yrs.	1 time only
7. Company Policy Agreement	_____	_____	3 yrs.	As needed
8. Disqualification 383-CDL/391	_____	_____	3 yrs.	As needed

REQUIREMENTS for Commercial Vehicles 26,001 LBS. and over Must Comply With Requirements listed above and below (Including 16 Passenger and HAZ MAT)

CONTROLLED SUBSTANCE

Controlled Substances Company Policy (To be furnished by the employer)

<u>Document</u>	<u>Date Completed</u>	<u>Completed by</u>	<u>Retention</u>	<u>Updated Needed</u>
9. Controlled Substances Test Consent	_____	_____	5 yrs.	Every 24 months
10. Controlled Substances Test Results	_____	_____	5 yrs. (pos)	Every 24 months
	_____	_____	1 yr. (neg)	Every 24 months
11. EAP - Employee Assistance Program	_____	_____	3 yrs.	1 time only

FILE COMPLETED

(TITLE)

(SIGNATURE)

(DATE)

NOTE: Keep in front of files for quick reference and assistance in annual review requirement(s)

D.O.T. recordkeeping requirements may change and should be verified at www.DOT.gov.