



# Driver Qualification File Checklist

This checklist ensures all necessary FMCSA-required documents are included in each driver's qualification file.

Item	Description	Included (Yes/No)	Notes
Driver's Application for Employment	A completed and signed application form.		
Motor Vehicle Record (MVR)	A copy of the MVR for the past 3 years from each state.		
Previous Employer Inquiries	Responses from employers over the last 3 years.		
Road Test Certificate	A copy of the road test or equivalent certification.		
Medical Examiner's Certificate	A valid DOT medical card signed by a certified examiner.		
Driver's License	A copy of the driver's current, valid license.		
Drug and Alcohol Testing History	A report showing no past violations or completed SAP program.		
Annual Review of Driving Record	Signed annual review summary from the company.		
Annual MVR	A current annual motor vehicle record for the driver.		
Driver's Certification of Violations	A signed list of all violations or a statement of none.		

Use this form during onboarding and periodically for internal audits.