



Pre-Employment Checklist (FMCSA-Compliant)

1. Application for Employment

- Completed and signed application form
- Driver's full name, date of birth, and address history (3 years)
- Employment history (10 years), including gaps
- Explanation of any terminations

2. Driving Record and License Information

- Copy of valid Commercial Driver's License (CDL)
- Record of Violations (last 3 years)
- Motor Vehicle Record (MVR) from each state of license (3 years)
- Annual review of driving record

3. Safety Performance History

- Previous employer inquiries (last 3 years)
- Documented attempts to verify safety performance history
- Signed release of information form by applicant

4. Road Test or Equivalent Certification

- Completed road test form and certificate OR
- Copy of CDL and certificate from previous employer

5. Medical Requirements

- Copy of valid Medical Examiner's Certificate
- Medical Examiner's National Registry Number
- Driver's completed Medical History Form

6. Drug and Alcohol Testing Records

- Pre-employment negative drug test result
- Query from FMCSA Drug & Alcohol Clearinghouse
- Written policy acknowledgment from driver
- Consent forms for future testing

7. Driver Qualification File (DQF) Documentation

- Completed DQF checklist
- List of all required documents on file
- Signed DQ file review date and initials