

Information Required For CDL Driver Qualification Files

The following items are required in the DQ files for CDL Drivers:

1. Application for Employment (§391.21)
2. Safety Performance History Records Request (§40.25 and §391.23)
3. Motor Vehicle Record (MVR) from the state of the driver's current license and any appropriate state(s) going back 3 years of hire date (§391.23)
4. Motor Vehicle Report Release (A general release is required for all states except NH, PA, and WA. These states have state specific releases)
5. Medical exam certificate (§391.43 (g))
6. Medical Examiner's National Registry Verification (§391.23 and §391.51)
7. Copy of Driver's License
8. Copy of D.O.T Drug screen
9. Copy of D.O.T Truck inspection
10. Copy of Social Security card
11. Copy of CAB card if any
12. Copy of insurance if any

CDL Drivers: Drivers holding a CDL-class license and regularly or occasionally operating vehicles meeting any one of the following criteria:

- Has a gross vehicle weight rating of more than 26,000 pounds
- Has a gross combination weight rating of more than 26,000 pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds
- Is designed to transport 16 or more passengers, including the driver
- Is any size, transporting hazardous materials requiring placards

These drivers are required to maintain Driver Qualification Files