

Driver Qualification File Checklist

Driver Name

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Driver's License Number

Type of License

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State of Issue

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Hire Date

Last Day Worked

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Driver Qualification File - Regularly Employed

- Driver's application for employment
- Copy of motor vehicle records from three years prior to employment
- Certificate of CMV driver road test (or equivalent)
- Copy of motor vehicle record for each year of employment
- Annual motor vehicle record review notes
- Driver-generated list of all traffic violations for each year of service
- Medical examiner's certificate
- Copy of medical variance documentation (if applicable)
- Skill performance evaluation certificate obtained from field administrator, division administrator or state director (if applicable)
- LCV training certificate (if applicable)

Driver Qualification File - Intermittent/Occasional Driver

- Medical examiner's certificate
- Certificate of CMV driver road test (or equivalent)
- Copy of CMV driver's license
- Signed hours of service record statements(s)

Prepared by

Date

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Employee Signature

Date

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Manager/Supervisor Signature

Date

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