

Driver Qualification File

FMCSA §391 — Template & Audit-Ready Checklist

Driver Name: _____

Driver Phone: _____

CDL Number: _____

Date of Hire: _____

Carrier: _____

DOT Number: _____

How to use this template

1. Print one packet per driver.
2. Collect each required document and file it in the matching section.
3. Sign and date each tracking page as you file the document.
4. Track expiration dates on each page — alert 60 days before any document expires.
5. Retain the complete file for the driver's full employment plus 3 years after they leave (§391.51(d)).

For fleets above 10 drivers, FleetCollect automates this entire process:
document upload, expiration alerts (60/30/7 day), audit-mode PDF export.

Pre-Employment Documents (8 required)

These documents must be in the file **before** the driver operates a commercial motor vehicle. Missing any one is an acute violation during a DOT compliance review.

1. Driver's Application for Employment	<i>§391.21 — 3 years employment history required</i>
Date received:	_____
Document expires:	_____
Filed by:	_____
Notes:	

2. Copy of Driver's CDL	<i>§391.11 — with all required endorsements</i>
Date received:	_____
Document expires:	_____
Filed by:	_____
Notes:	

3. Motor Vehicle Record (MVR)	<i>§391.23 — from every state where the driver held a license in the last 3 years</i>
Date received:	_____
Document expires:	_____
Filed by:	_____
Notes:	

4. Road Test Certificate or CDL Waiver	<i>§391.31 / §391.33</i>
Date received:	_____
Document expires:	_____
Filed by:	_____
Notes:	

**5. DOT Medical
Examiner's Certificate**

§391.43 — issued by a certified examiner, valid up to 24 months

Date received: _____

Document expires: _____

Filed by: _____

Notes:

**6. Safety Performance
History**

§391.23(d) — from each DOT employer in the prior 3 years

Date received: _____

Document expires: _____

Filed by: _____

Notes:

**7. Pre-Employment
Drug Test Result**

§382.301 — negative result required before first dispatch

Date received: _____

Document expires: _____

Filed by: _____

Notes:

**8. Pre-Employment
FMCSA
Clearinghouse Query**

§382.701 — no prohibited status

Date received: _____

Document expires: _____

Filed by: _____

Notes:

Annual Documents (3 required, refreshed every 12 months)

Each annual document must be refreshed within 12 months of the prior one. Carriers commonly miss these — they're the second-most-cited DQF violation after expired medical certificates.

9. Annual MVR	<i>§391.25(a) — pulled within the prior 12 months</i>
Date received:	_____
Document expires:	_____
Filed by:	_____
Notes:	

10. Annual Review of Driving Record	<i>§391.25(b) — carrier's signed and dated analysis</i>
Date received:	_____
Document expires:	_____
Filed by:	_____
Notes:	

11. Annual FMCSA Clearinghouse Query	<i>§382.701(b)</i>
Date received:	_____
Document expires:	_____
Filed by:	_____
Notes:	

Ongoing Documents (3 required, as events occur)

These documents are updated whenever the triggering event happens. Document every random pool selection, every post-accident screening, and every reasonable-suspicion incident.

12. Random Drug Testing Records	<i>§382.305 — pool selection plus all results</i>
Date received:	_____
Document expires:	_____
Filed by:	_____
Notes:	

13. Post-Accident Testing Documentation	<i>§382.303 — for any qualifying accident</i>
Date received:	_____
Document expires:	_____
Filed by:	_____
Notes:	

14. Reasonable Suspicion Testing Documentation	<i>§382.307 — when applicable</i>
Date received:	_____
Document expires:	_____
Filed by:	_____
Notes:	

Conditional Documents (4, when applicable)

These documents are required for any driver whose role triggers them. Holding the endorsement triggers the requirement even if the driver doesn't currently operate under it.

15. Medical Exemption or Variance	<i>If operating under any FMCSA medical waiver</i>
Date received:	_____
Document expires:	_____
Filed by:	_____
Notes:	
16. ELDT Certificate	<i>§380.609 — required for drivers licensed after Feb 7, 2022</i>
Date received:	_____
Document expires:	_____
Filed by:	_____
Notes:	
17. Hazmat Endorsement + TSA Background Check	<i>§383.93 — TSA Security Threat Assessment</i>
Date received:	_____
Document expires:	_____
Filed by:	_____
Notes:	
18. TWIC Card	<i>If accessing secure port facilities</i>
Date received:	_____
Document expires:	_____
Filed by:	_____
Notes:	

Document Retention Reference

Per §391.51(d), retention periods vary by document type. Keep this page in the front of every DQF for quick reference during audits.

Document type	Retention period	Regulation
Driver's application for employment	Duration of employment + 3 years	§391.51(d)(1)
Copy of CDL	Duration of employment + 3 years	§391.51(d)(2)
Annual MVR	3 years from review date	§391.51(d)(3)
Annual driving record review	3 years from review date	§391.51(d)(4)
Road test certificate / CDL waiver	Duration of employment + 3 years	§391.51(d)(5)
Safety performance history	Duration of employment + 3 years	§391.51(d)(6)
Medical examiner's certificate	3 years past expiration	§391.51(d)(7)
Drug & alcohol test records (positive)	5 years	§382.401
Drug & alcohol test records (negative)	1 year	§382.401
Clearinghouse queries	3 years from query date	§382.711

Need automated expiration alerts? FleetCollect tracks every required document for every driver with 60 / 30 / 7-day expiration reminders. Free 7-day trial at fleetcollect.net/dot.