

▶ *Hanover Risk Solutions*

Driver Qualification Files for Interstate Motor Carriers

Motor carriers subject to the Federal Motor Carrier Safety Regulations (FMCSR) must have a driver qualification file for each regularly employed driver. The required records may be combined with a driver's personnel file. The driver qualification file must include:

- ❑ **Application for Employment**
A completed and signed application for employment, dated prior to the driver's first trip.
- ❑ **Inquiries to Previous Employers—3 Years**
A written record of the investigation of the driver's employment history for the three years prior to the driver being employed. This investigation must be made prior to or within 30 days of the date the driver was hired.
- ❑ **Initial State Motor Vehicle Record (MVR) Review—3 Years**
A copy of the driver's state motor vehicle record (MVR) for the three years prior to the driver being employed.
- ❑ **MVR—Annual Update and Review**
An annual update of the driver's state MVR and a note detailing the results of the motor carrier's review, including the name of the person who reviewed the MVR and the date of the review.
- ❑ **Annual Driver's Certification of Violations**
A list of all violations of motor vehicle traffic laws and ordinances by the driver, during the previous 12 months. At least once every 12 months, a motor carrier must require each driver that it employs to prepare and furnish it with a list of all violations of motor vehicle traffic laws and ordinances during the previous 12 months. Note: Drivers holding a Commercial Driver's License (CDL), who have provided this information during the year, need not repeat that information in this annual list of violations.
- ❑ **Driver's Road Test Certificate or Equivalent**
A copy of the road test certificate, or a copy of the license or certificate which the motor carrier accepted as equivalent to the driver's road test. A person must not be allowed to drive a commercial motor vehicle until he/she has successfully completed a road test and has been issued a certificate, or the motor carrier has accepted, as equivalent to the driver's road test, a copy of the driver's license or certificate issued by another motor carrier.
- ❑ **Medical Examinations**
A copy of the Medical Examiner's Certificate and any documented waiver of a physical qualification. A driver must pass a medical examination conducted by a licensed health care professional and be issued a Medical Examiner's Certificate, which must be carried at all times and be renewed every two years.

Removal of Files

The following files may be removed from the driver's qualification file three years after the date of execution:

- The annual MVR and notes regarding the evaluation of same, as well as the CDL violations reported by the driver.
- The copy of the Medical Examiner's Certificate and any waiver of a physical qualification.

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