

DRIVER QUALIFICATION FILE

Driver Full Name:	Date of Birth:	
License Number:	License State:	Date of Hire:

PART 1 Driver Application

- Applicant Information
- Drivers License Information + Copy of CDL (Front and Back)
- Medical Card Info
- Driving Experience
- Tickets / Accidents / Convictions / Forfeitures
- Adverse Action Questions
- Employment History
- Driver Certification and Investigation Release
- Fair Credit Act Disclosure Statement
- Certification of Compliance Statement
- Hours of Service Record - 7 Days
- Driver Certification - Other Compensated Work

PART 2 Screening

- General MVR Release
- Add copy of MVR
- Copy of Medical Card
- Safety Performance History Records Request (All Previous Employers for the past 3 years)
- Add Safety Performance History Responses
- PSP Driver Background Investigation Release
- Add copy of PSP Report
- Consent for Queries of the FMCSA Drug and Alcohol Clearinghouse
- Add copy of clearinghouse query
- Medical Examiners Verification

PART 3 Drug and Alcohol Records

- Alcohol & Controlled Substance Consent / Release
- Drug & Alcohol Policy- Certificate Of Receipt
- Pre-employment Chain Of Custody Form
- Pre-employment Drug Results
- Add All Random Or Other D&A Testing On Top By Date (Oldest First So Most Current Test Is Always On Top.)

PART 4 Training

- Road Test Form
- Certification of Road Test (Required for NON-CDL Drivers)
- Entry Level Driver Training (Required for CDL drivers with <1 year experience)
- Employee Handbook Acknowledgment
- Other training as needed: Hazmat, Long Combination Vehicle, OSHA

PART 5 Personnel Records

(Not FMCSA Regulated)

- I-9 Form
- Copy of Social Security Card
- W9 or W4 Forms
- Driver Contract or Lease Agreement
- ACH form
- Passenger Authorization Form