



Driver Qualification File Checklist

Each motor carrier shall maintain a driver qualification file for each driver it employs. A driver's qualification file may be combined with his/her personnel file.

The qualification file for a driver must include:

- The driver's completed application for employment (§ 391.21)
- A copy of the motor vehicle record (MVR) received from each State (§ 391.23(a))
- The certificate of driver's road test issued to the driver (§ 391.31(e)), or a copy of the license or certificate which the motor carrier accepted as equivalent to the driver's road test (§ 391.33)
- The motor vehicle record received from each State driver licensing agency to the annual driver record inquiry (§ 391.25(a))
- A note relating to the annual review of the driver's driving record (§ 391.25(c))
- A list or certificate relating to violations of motor vehicle laws and ordinances (§ 391.27)
- The medical examiner's certificate or a legible copy of the certificate. (§ 391.43(g))
Exceptions on this can be found on the FMCSA website.
- A Skill Performance Evaluation Certificate obtained from a Field Administrator, Division Administrator, or State Director (§ 391.49) or the Medical Exemption document, issued by a Federal medical program
- A note relating to verification of medical examiner listing on the National Registry of Certified Medical Examiners (§ 391.23(m))

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

- The motor vehicle record received from each State driver licensing agency to the annual driver record inquiry (§ 391.25(a))
- The note relating to the annual review of the driver's driving record (§ 391.25(c)(2))
- The list or certificate relating to violations of motor vehicle laws and ordinances (§ 391.27)
- The medical examiner's certificate (§ 391.43(g)), a legible copy of the certificate, or for CDL drivers any CDLIS MVR obtained (§ 391.51(b)(7)(ii))
- Any medical variance issued by FMCSA, including a Skill Performance Evaluation Certificate issued (§ 391.49) or the Medical Exemption letter issued by a Federal medical program
- The note relating to verification of medical examiner on the National Registry of Certified Medical Examiners (§ 391.23(m))

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