

# LOSS CONTROL OVERVIEW LCO-42



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## CDL DRIVER QUALIFICATION AND RECORD FILES

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**INTRODUCTION:** For all Department of Transportation (DOT) drivers that operate vehicles/equipment interstate (i.e., across state lines) with a combined Gross Vehicle Weight Rating (GVWR) between 10,001 and 26,000 pounds, the following records must be established and maintained in their respective Driver Qualification Files. (Additional requirements for vehicles over 26,000 pounds GVWR are listed below. HAZMAT drivers are subject to additional requirements.) Details may be found in the Federal Motor Carrier Safety Regulations (FMCSR).

- 1) Application for Employment as a Driver. FMCSR, Section 391.21.
- 2) Disclosure and Authorization for Release of Information. FMCSR, Section 391.21.
- 3) Medical Examination Report and Medical Examiners Certification Card. The driver must carry the original certification card on his person at all times. FMCSR, Section 391.43.
- 4) Abstract of Driving Record from State Motor Vehicle Division. For new hires, this inquiry into the driver's driving record must cover the preceding three years from hire date. FMCSR, Section 391.23.
- 5) Request for Information from Previous Employer OR Memo to File. Drivers must have an inquiry in the file of their previous employment record for the preceding three years from hire date; OR if driver has been employed by the employer for a period of at least three years, a Memo to File may be used instead. FMCSR, Section 391.23.
- 6) Record of Road Test. Drivers must be issued a road test, or equivalent of, in accordance with FMCSR, Sections 391.31 and 391.33, unless grandfathered (prior to 1987).
- 7) Certificate of Road Test. The Driver shall maintain a copy of the Certificate.
- 8) Violation and Review Record. Once every 12 months the Driver's supervisor shall review the Driver's driving record by verifying the Driver's Certification of Motor Vehicle Violations and Review Record against the Abstract of Driving Record from State Motor Vehicle Division. FMCSR, Section 391.25.
- 9) Federal Motor Carrier Safety Regulations (FMCSR) Pocketbook. Driver and supervisor execute Driver's Receipt, page 1 of the FMCSR Pocketbook, acknowledging driver received FMCSR Handbook. Other means of acknowledgement are acceptable.
- 10) Hours of Service Record for First Time or Intermittent Drivers. Before initiating a trip, a new driver must submit a record stating the total time on-duty for the preceding seven days, including hours worked each day and the last time the driver was off-duty.
- 11) Certificate of Compliance with Driver License Requirements.
- 12) Driver's Certification of Non-motor Carrier Compensated Work.
- 13) Hazardous Materials Training Record OR Driver Exemption From HM.126 HAZMAT Training Regulations. New hires must have training within 90 days OR complete an exemption form.
- 14) Driver Exemption to Federal Drug Testing. Use Driver Exemption to Federal Drug Testing form.

In addition to the above requirements, for drivers that operate vehicles/equipment with a GVWR over 26,000 pounds, the following records shall be established and maintained in their respective Driver



### Qualification Files:

- 1) Photocopy of the driver's current Commercial Driver's License (CDL).
- 2) Request/Consent for Information from Previous Employer for Alcohol and Controlled Substance Test Records.
- 3) Driver Drug Testing Acknowledgment.
- 4) Receipt of Educational Materials - Alcohol & Controlled Substance Testing and Employee Assistance Program.
- 5) Drug Test Results.

The six items in every Driver Qualification File that require periodic maintenance/renewal are:

- 1) Abstract of Driver Motor Vehicle Record (MVR) - ANNUALLY
- 2) Driver's Certification of Motor Vehicle Violations and Review Record - ANNUALLY
- 3) Review of Driving Record - ANNUALLY
- 4) Physical Examination - EVERY 2 YEARS (unless medical reasons dictate more frequently.)
- 5) Copy of Current Driver's License - UPON EXPIRATION
- 6) HAZMAT Training - EVERY 2 YEARS

For additional information, please go to the Department of Transportation Federal Motor Carrier Safety Administration website, [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

Prepared by the Southwide Safety Committee, Forest Resources Association, Inc.