

Driver Qualification File Checklist

Every document required for a compliant DQF under 49 CFR Part 391 · Print this page and work down the list, one driver per file.

A single missing document can fail a DOT audit. Use this checklist to build or verify a qualification file for each driver who operates a commercial motor vehicle. Check the box when the document is in the file and current.

Required Documents — Every CMV Driver		49 CFR §391.51
☐	1. Driver's Application for Employment Residence, 3-year employment history, license info, accidents & violations.	§391.21 AT HIRE
☐	2. Motor Vehicle Record (MVR) at Hire From every state the driver was licensed in over the past 3 years.	§391.23 WITHIN 30 DAYS
☐	3. Safety Performance History Previous-employer investigation: 3 yrs of accidents + drug/alcohol violations.	§391.23 WITHIN 30 DAYS
☐	4. Road Test Certificate (or copy of valid CDL in lieu) CDL substitution not allowed for tank / doubles-triples or non-CDL drivers.	§391.31 AT HIRE
☐	5. Medical Examiner's Certificate Current medical card from a certified examiner. Track the expiration date.	§391.43 BEFORE EXPIRY
☐	6. National Registry Verification Note confirming the examiner is listed on FMCSA's National Registry.	§391.51(b)(9) AT EACH CERT
☐	7. Annual Motor Vehicle Record A fresh MVR from each licensing state, pulled every 12 months.	§391.25 EVERY 12 MO
☐	8. Annual Review of Driving Record Dated note that the MVR was reviewed and by whom. Both parts required.	§391.25 EVERY 12 MO
☐	9. Annual List of Violations Driver's signed list of traffic convictions, prior 12 months (parking excluded).	§391.27 EVERY 12 MO
☐	10. Drug & Alcohol Clearinghouse Query (CDL drivers) Pre-employment full query + annual limited query. Part of your Part 382 program.	Part 382 HIRE + YEARLY

Non-CDL CMV Drivers what changes

- ☐ Road test certificate is **mandatory** — no CDL to substitute
- ☐ Clearinghouse query does **not** apply
- ☐ Application, MVR, medical card, history, annual review — all still required

Owner-Operators don't skip this

- ☐ Own authority = you keep a full DQF on **yourself**
- ☐ Leased on = confirm **in writing** who maintains the file
- ☐ Same §391.51 standard as any fleet

Retention: Keep the file for the length of employment + **3 years** after the driver leaves. The annual MVR and annual review of driving record are each kept **3 years** from the date created.

Stop tracking expirations by hand.

DOTDriverFiles reads your documents, fills the file automatically, and alerts you 90 days before any card, MVR, or review comes due — then exports an audit-ready file in seconds. Start free; full tracking from \$5 per active driver.

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