

Driver Qualification File Audit Checklist

Use this worksheet to review one driver's file against the core document groups in 49 CFR Part 391. Check applicability and retention rules before treating any item as complete.

Driver name _____	USDOT number _____	Reviewer _____	Review date _____
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1. Employment application - 49 CFR 391.21

- ☐ Signed and dated application is present.
- ☐ Required identity, residence, license, experience, and employer history fields are complete.
- ☐ Any gaps or conflicting dates are documented and resolved.

2. Initial motor vehicle record - 49 CFR 391.23

- ☐ MVR was obtained from every required licensing jurisdiction.
- ☐ Review date and reviewer decision are documented.
- ☐ License class, status, restrictions, and endorsements match the assigned vehicle and work.

3. Safety performance history - 49 CFR 391.23

- ☐ Required prior-employer inquiries were sent within the regulatory window.
- ☐ Responses, documented attempts, and any driver rebuttal are retained as required.
- ☐ Crash and drug-and-alcohol history responses were reviewed before final qualification.

4. Road test or accepted equivalent - 49 CFR 391.31-391.33

- ☐ Road test form and certificate are present, or an accepted equivalent is documented.
- ☐ The vehicle type used for qualification supports the assigned driving duties.
- ☐ Any exception relied upon is cited in the file.

5. Medical qualification and National Registry verification

- ☐ Current medical qualification evidence is present when required.
- ☐ Medical examiner National Registry status was verified and documented when applicable.
- ☐ Any medical variance, exemption, or skill performance evaluation certificate is current.

Medical-certificate handling depends on CDL status, State posting, and the facts involved. Confirm the current rule and exception path for the driver.

Annual reviews, expirations and retention

A complete hiring file can still become noncompliant when rolling deadlines are missed. Assign an owner and next-due date for every recurring item.

6. Annual MVR and annual review - 49 CFR 391.25

- ☐ A new MVR is obtained at least annually from every required jurisdiction.
- ☐ The annual review evaluates violations and qualification status.
- ☐ The reviewer documents the review date, name, and decision.
- ☐ A tickler or alert exists for the next annual cycle.

Recurring deadline register

Item	Current through	Next action	Owner
Annual MVR / review	_____	_____	_____
Medical qualification	_____	_____	_____
License / endorsement	_____	_____	_____
Variance / exemption	_____	_____	_____

7. File-control and retention checks

- ☐ Sensitive drug-and-alcohol records are separated and access-controlled as required.
- ☐ Retention periods are mapped by document type rather than using one blanket deletion date.
- ☐ Electronic records are legible, retrievable, backed up, and available during an audit.
- ☐ Missing documents have an owner, due date, and written interim risk decision.

Exception and corrective-action log

Finding	Corrective action	Owner / due date

Primary references: 49 CFR 391.21, 391.23, 391.25, 391.31-391.33, 391.41 and 391.51. Informational only; this checklist does not determine applicability or guarantee compliance.

Online companion: evergreencomply.com/blog/driver-qualification-file-checklist