

DRIVER QUALIFICATION FILE PAPERS

- 1. Application for employment**
- 2. Motor vehicle record from all states for new hires.**
- 3. Road test form and certificate or license or certificate accepted in lieu of road test. (Copy of CDL is sufficient unless driver is hauling doubles, triples, or tankers (transports)).**
- 4. Medical exam certificate, original or copy**
- 5. Any letter granting a waiver of a physical disqualification**
- 6. Annual motor vehicle record from states for current drivers**
- 7. Annual review of driving record**
- 8. List of Violations**
- 9. Entry Level CDL Training Certificate (Only drivers that obtain a new license from July 20, 2003).**
- 10. Pre-employment drug test showing negative result. (Driver can not drive until this form is in the file.)**

Driver qualification files are to be kept for the duration of the driver's employment and three years thereafter.

DRIVER INVESTIGATION HISTORY FILE

You have 30 days to complete this history file whenever you hire someone. This is a separate file which must be kept confidential.

List of required paperwork.

- 1. Previous Employer Inquiry into Previous Employment**
- 2. Documentation of when paperwork was sent to all previous employers.**
- 3. Documentation of time ceased for attempting to obtain paperwork.**
- 4. Any paperwork concerning all positive results from any and all testing requirements.**
- 5. Substance Abuse Professional reports and required number of tests to be completed by the driver.**