

DRIVER QUALIFICATION CHECKLIST

_____	Driver's application for employment	(391.21)	
_____	Road Test or equivalent (i.e. Copy of valid CDL license) Note: Road test is required to the following: (Class C License & Endorsements – I.E. Tankers, Doubles, Triples)	(391.31)	
_____	Document whether driver has failed any other Pre-employment drug tests	(40.25)	(j) (11)
_____	Hours of Service record for first time or intermittent drivers	(395.8)	(j) (2) (16)
_____	Driver's certification (list) of violations	(391.27)	
_____	Certification of Compliance		
_____	Inquiries into pervious employer(s) Safety performance inquiries (3 years) Drug & Alcohol related (3years) (CDL)	(391.23) (40.25)	(a) (2) & (c)
_____	Obtain driving record from state agencies (3years) (Both private & commercial records)	(391.23)	(a) (1) & (b)
_____	Form I-9, Employment eligibility verification		
_____	Copy of valid CDL license		
_____	Copy of valid medical examiners certificate Driver provides	(391.43)	
_____	Copy of Social Security card		
_____	Accident register		
_____	Results from pre-employment drug and alcohol test	(382.301)	
_____	Driver placed in random drug/alcohol pool	(382.305)	
_____	Driver received drug and alcohol policy (signed)		
_____	Driver received company policy (signed)		
_____	Annual inspection on tractor and/or trailer		
_____	Copy of MCS-90 (this is for company only not for drivers. You can get a copy of this from your insurance agent.		