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CHECKLIST

Wondering what's required in a driver qualification file and how long to keep it? Here's a quick reference based on Sections 391.51 and 391.53.

| | DOCUMENT | MINIMUM RETENTION PERIOD |
|--------------------------|---|---|
| <input type="checkbox"/> | Driver-specific application (§391.21) | Duration of employment, plus 3 years after it ceases |
| <input type="checkbox"/> | Original motor vehicle record (MVR) from time of hire (§391.23) | Duration of employment, plus 3 years after it ceases |
| <input type="checkbox"/> | Road test/certificate (§391.31) | Duration of employment, plus 3 years after it ceases |
| <input type="checkbox"/> | Photocopy of Commercial Driver's License if used in lieu of a road test (§391.33) | Duration of employment, plus 3 years after it ceases (subsequent renewals not required in the file) |
| <input type="checkbox"/> | Returned Safety Performance History inquiry, or record of your good faith efforts (§391.23) | Duration of employment, plus 3 years after it ceases - and stored under the confidentiality requirements specified in §391.53 |
| <input type="checkbox"/> | Annual MVR (§391.25) | 3 years from document date |
| <input type="checkbox"/> | Annual documented review of the annual MVR (§391.25) | 3 years from document date |
| <input type="checkbox"/> | Driver's annual list of violations (also known as certification of violations) (§391.27) | 3 years from document date |
| <input type="checkbox"/> | Medical Examiner's Certificate (§391.43(g)) | 3 years from document date |
| <input type="checkbox"/> | MVR indicating medical status for CDL holders (§391.41(a)(2)) | 3 years from document date |
| <input type="checkbox"/> | Documentation that you checked the National Registry of Certified Medical Examiners for driver physicals (§391.23(m)) | 3 years from document date |
| <input type="checkbox"/> | Medical variance or exemption document, if applicable (§391.49/Part 381) | 3 years from document date |



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