

Six Key Steps to Qualifying New Drivers

The following steps must be taken when hiring someone to operate a “commercial motor vehicle” as defined in 49 CFR §390.5. State requirements may vary. Note that this list does not cover *all* the steps normally taken when hiring a driver, but only DOT-regulated elements.

STEP Before a hiring decision is made

1 Notify applicant of his/her rights concerning the Safety Performance History. See 49 CFR §391.23(i).

STEP Before obtaining a driving record or any similar background report

2 Have the employee sign any required consent forms, such as those needed to obtain drug/alcohol testing history from previous employers or driving records from state licensing agencies.

STEP Before a new employee drives a CMV for the first time

3 (Note that many of these steps are typically completed before hire, but the U.S. DOT only requires that they be completed before an individual drives a CMV)

- Verify that the driver is qualified under 49 CFR §391.11 and §391.13
- Obtain a completed driver's application
- Ask if the individual failed or refused a pre-employment drug or alcohol test for any company to which he/she applied but did not become employed in the past 2 years
- Get a copy of the driver's valid medical card, or for CDL/CLP drivers who were medically certified more than 15 days ago, obtain a driving record showing the driver's medical certification status. If applicable, obtain a copy of any medical variance or waiver.
- Obtain a verified negative drug test result for any CDL driver, or obtain documentation necessary to qualify for the exception from testing
- Perform a road test, or get a copy of the driver's CDL or current road test certificate. NOTE: A road test may be performed before a pre-employment drug test.
- Obtain records of the driver's on-duty time for the previous 7 days and the time at which the driver last went off duty
- Provide the new employee with educational materials concerning the company's drug/alcohol testing program before any testing is performed
- If applicable, get a copy of the Longer Combination Vehicle (LCV) Driver-Training Certificate, or issue one to the driver after training is performed
- If applicable, get a copy of the entry-level driver training certificate, or issue one to the driver after training is performed
- If applicable, get a copy of the certificate of written training for the transportation of highway route controlled Class 7 (radioactive) materials

STEP Within 3 days of an individual beginning work

4 Have the employee complete Form I-9, Employment Eligibility Verification (required, but outside the DOT's jurisdiction)

STEP Within 30 days of employment:

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- Obtain a driving record from the state(s) where the individual was licensed during the past 3 years
- Obtain the driver's “safety performance history” from DOT-regulated employers for the past 3 years, including driver identity verification, recordable accident history, and drug/alcohol testing information

STEP Within the first year of employment, and at least annually after that:

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- Obtain a driving record (MVR) covering the previous 12 months
- Get a list of the driver's traffic convictions for the past 12 months
- Perform an annual review and document that review