

CHECKLIST FOR QUALIFICATION OF NEW DRIVERS

NAME OF DRIVER: _____ ID NO.: _____

ADDRESS: _____
(Number and Street) (City) (State) (Zip Code)

INSTRUCTIONS TO CARRIER: The following checklist is intended to help the motor carrier obtain all of the documents required by the Federal Motor Carrier Safety Regulations. Record the information to acknowledge receipt of the documents. Alcohol and controlled substance and safety performance history information must be maintained in a confidential file.

	Date Request Forwarded	Date Document Returned	Document Approved Date	Signature
1. Driver's Application for Employment (691)	_____	_____	_____	_____
2. Request for Check of Driving Record (732 or 506540) (List state agencies written to)	_____	_____	_____	_____
3. Medical Examiner's Certificate (26521 or 47379) <small>NOTE: 26521 cannot be used after April 20, 2016</small>	_____	_____	_____	_____
4. Medical Examiner National Registry Verification (27033 or 27034)	_____	_____	_____	_____
5. Record and Certification of Road Test (13-F)	_____	_____	_____	_____
*6. Certification of Compliance with Driver License Requirements (1617)	_____	_____	_____	_____
7. Driver's Statement of On-Duty Hours (3687 or 3688) <small>(retain for 6 months with hours-of-service documents)</small>	_____	_____	_____	_____
8. Entry-Level Driver Training Certificate (664-FS-A2) <small>(if using an Entry-Level Driver)</small>	_____	_____	_____	_____
9. Longer Combination Vehicles Driver Certification <small>(if using the driver to operate Longer Combination Vehicles)</small>	_____	_____	_____	_____
*10. Employment Eligibility Verification I-9 (30129)	_____	_____	_____	_____
OTHER DOCUMENTS				
11. _____	_____	_____	_____	_____

ALCOHOL AND CONTROLLED SUBSTANCES TESTING

(NOTE: THESE DOCUMENTS MUST BE MAINTAINED IN A SECURE LOCATION WITH CONTROLLED ACCESS)

1. Pre-employment test - controlled substances (Employer copy of Chain of Custody Form and Test Result)	_____	_____	_____	_____
2. Certificate of receipt - company drug and alcohol policy (6793)	_____	_____	_____	_____
3. Previous Pre-Employment Employee Alcohol and Drug Test Statement (6801 or 6802)	_____	_____	_____	_____
OTHER DOCUMENTS				
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

SAFETY PERFORMANCE HISTORY

(NOTE: THESE DOCUMENTS MUST BE MAINTAINED IN A SECURE LOCATION WITH CONTROLLED ACCESS)

1. Safety Performance History Records Request (9620 or 9652)	_____	_____	_____	_____
2. OTHER DOCUMENTS				
_____	_____	_____	_____	_____

*Not required by DOT. May be retained in personnel file.

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