

# Driver File Contents Checklist

INITIAL DO FILE CONTENTS	<p><b>DRIVER'S APPLICATION FOR EMPLOYMENT -- Part 391.21</b></p> <p><input type="checkbox"/> A person will not be allowed to drive a commercial motor vehicle unless he/she has completed and signed an application for employment.</p>
	<p><b>INQUIRY TO PREVIOUS EMPLOYERS -- 3 YEARS -- Part 391.23(d)</b></p> <p><input type="checkbox"/> An investigation of the driver's employment record during the preceding three years. This investigation must be made within 30 days of the date his/her employment begins.</p>
	<p><b>INQUIRY TO STATE AGENCIES -- 3 YEARS – Part 391.23(a)</b></p> <p><input type="checkbox"/> A copy of the driver's motor vehicle record during the preceeding three years.</p>
	<p><b>DRIVER'S ROAD TEST CERTIFICATE OR EQUIVALENT – Part 391.31</b></p> <p><input type="checkbox"/> A person must not be allowed to drive a commercial motor vehicle until he/she has successfully completed a road test and has been issued a certificate.  <i>Note: A copy of the person's valid Commercial Driver's License (CDL) may be used in place of this road test pursuant to FMCSR 391.22</i></p>
	<p><b>MEDICAL EXAMINATIONS – Part 391.41</b></p> <p><b>For all CMV drivers</b> – All drivers must be medically certified by an examiner who is verified on the National Registry of Certified Medical Examiners website (<a href="https://nationalregistry.fmcsa.dot.gov">https://nationalregistry.fmcsa.dot.gov</a>).  A current copy of any medical waiver or SPE certificate issued to the driver.</p> <p><input type="checkbox"/> <b>For non-CDL vehicle drivers</b> – A legible copy of the medical examiner's certificate and a note indicating the carrier verified the medical examiner's listing on the National Registry of Certified Medical Examiners.*</p> <p><b>For CDL vehicle drivers</b> – The file must contain the Commercial Driver's License Information System (CDLIS) or Motor Vehicle Record (MVR) report showing the driver's valid medical certification status information** as well as a note indicating the carrier verified the medical examiner's listing on the National Registry of Certified Medical Examiners.</p>
ONGOING UPDATES	<p><b>INQUIRY TO STATE AGENCIES – ANNUAL – Part 391.25(a)</b></p> <p><input type="checkbox"/> Request driving record at least once every 12 months for each driver.</p>
	<p><b>ANNUAL REVIEW OF DRIVING RECORD – Part 391.25(b)</b></p> <p><input type="checkbox"/> At least once every 12 months, the carrier must review the motor vehicle record to determine whether they still meet the minimum requirements for safe driving and is not disqualified pursuant to FMCSR 391.15. A note including the name of the person who performed this review will be retained in the file.</p>
	<p><b>ANNUAL DRIVER'S CERTIFICATION OF VIOLATIONS – Part 391.27</b></p> <p><input type="checkbox"/> At least once every 12 months, a motor carrier must require each driver that it employs to prepare and furnish it with a list of all violations of motor vehicle traffic laws and ordinances during the previous 12 months. Note: Drivers who have provided information required by <a href="#">Section 383.31</a> need not repeat that information in this annual list of violations.</p>

\*Under Colorado Adoptions (CRS 42-4-235), drivers operating non-CDL type vehicles in intrastate commerce are not required to obtain and maintain a medical examiner's certification.

\*\*A carrier may use a copy of the driver's medical card for up to 15 days from the date it was issued in place of the CDLIS/MVR report)