

Steps to Protect Your DOT Driver Qualification File

1. Use a DOT-Compliant Job Application

Make sure that the application you are using for hiring is DOT-compliant, and that you keep the application on file for the duration of the driver's employment and three years afterward.



2. Motor Vehicle Report

You must order a motor vehicle report for the driver within thirty days of the driver's official hire date. If you do not hire the driver within the 30-day window, you have to rerun the report before the driver can legally drive.



3. Road Test Certificate

The applicant needs to have successfully completed a road test and received a road test certificate signed and dated by the driver and the trainer. A copy of a current CDL can be used in place of a road test certificate.



4. Commercial Driver's License (CDL)

Scan the front and back of the driver's license with all the applicable endorsements and classes. It is a good idea to keep a copy of the CDL on file for the entirety of the driver's employment with your company.

5. Medical Card/Medical Examiner's Certificate

Drivers are required to complete a DOT physical exam every two years. The doctor must completely fill out and sign the DOT medical examiner's certificate. For the certificate to be valid, the physician must be an FMCSA-certified medical examiner in the National Registry.



6. Motor Vehicle Record

Motor Vehicle Records (MVRs) should be run once a year, starting a year after the first official day of employment.

7. Annual Review

An annual review must be conducted at least once every 12 months between the manager and the driver. The manager will review the MVR to confirm the driver's qualifications, documenting any violations or confirming that there were none.

