

Driver Qualification/Drug & Alcohol Files

Driver Qualification Files:

A motor carrier is required to create a DQ File when a driver operates a commercial motor vehicle (CMV). The definition of a CMV differs, depending on the part of the regulations being referenced. The general definition is found in part 390.5 of the Federal Motor Carrier Safety Regulations. This definition refers to a vehicle used on highways, in interstate commerce, and meets one of the following:

- Has a gross vehicle weight rating (GVWR) or combination weight rating (GCWR), or gross vehicle weight or gross combination weight of 10,001 pounds or more, whichever is greater;
- Is designed to transport more than 8 passengers (including the driver) for compensation;
- Is designed to transport 16 or more people including the driver, and Is not used to transport passengers for compensation; or
- Is transporting hazardous materials in quantities requiring the vehicle to be placarded.

The regulations in Parts 390 through 396 apply to driver of vehicles meeting this definition. That includes driver qualification, hours of service, and inspection and maintenance requirements.

An exception is located in Part 390.3 (f)(6) stating that vehicles designed to transport 9 or 15 passengers for hire are not subject to DQ file requirements.

Driver Qualification File Contents:

The following documents are to be included in a DQ file for each regularly employed driver:

1. Application for Employment (391.21),
2. Motor Vehicle Record (MVR) From States (391.23),
3. Previous Employer Information (391.23)*,
4. Road Test Form and Certificate (391.31(g), or License or Certificate Accepted in lieu of Road Test (391.33),
5. Medical Exam Certificate, Original or a Copy (391.43(g)),
6. Any Letter Granting a Waiver of Physical Disqualification,
7. Annual Motor Vehicle Record (391.25),
8. Annual Review of Driving Record (391.25), and
9. Annual List of Violations (391.27).

Driver Drug & Alcohol File Contents:

1. Previous Pre-Employment Alcohol and Drug Test Statement (40.25(j)),
2. Previous Employer Alcohol & Drug Test Information (40.25, 391.23),
3. Alcohol and Drug Records Request (40.329, 40.331),
4. Alcohol and Drug Employee's Certified Receipt (382.601(d)),
5. Alcohol and/or Controlled Substance Test Notification (382.113),
6. Drug Test Results (40.163),
7. Observed Behavior Reasonable Suspicion Record (382.307),
8. U.S. DOT Alcohol Testing Form (40.225), and
9. Federal Drug Testing Custody and Control Form (40.45).