

DQ File Checklist



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Applications

Driver's name, date, and signature Statement confirming the information is true
and complete to the best of applicants knowledge
Name and address of the Employing Motor Carrier
Driver's date of birth and SSN (SSN not needed if religious practices indicated)
3 years of residence history without gaps
3 years of previous employment plus up to an additional 7 years (total of 10) if the
driver worked in a safety sensitive position
Each employer includes:
□ Company name
□ Address
□ Supervisor
□ Contact Information□ Reason for leaving
Any gaps in the employment history greater than 30 days need to be explained
Current license information for each active license:
\square Issuing state
□ Number
☐ Expiration on each unexpired commercial license
 Driver must note if any license was suspended, revoked, or forfeited within the past 3 years
Driving experience and type of equipment driven
List of all accidents in the last 3 years including the date,
description, and if injuries were involved.
3 year driving history of convictions.
A statement setting forth facts and circumstances of any
license suspension, denial, or revocation, or confirmation
none has occurred.



Pre-Hire Motor Vehicle Report (MVR)

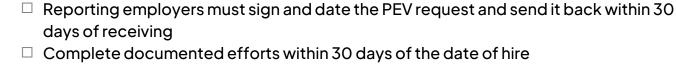
	The Three flotor vernore report (Fivit)	
	 Report covers most recent 3 year period (in every state that driv license in the past 3 year period) 	er held a
	□ Report order date is within 30 days of a driver's official date of h	ire
	If a driver is not hired within that period of time, you must run a before the driver is permitted to drive	a new MVR
	 Confirm your Compliance Management System provides a time for when a for when a company employee reviews the results 	stamp
P	Previous Employment Verification	
on sta alc his	Up until recently, the FMCSA required employers to make previous on dates of employment, safety performance history, and drug and starting January 6, 2020, as an employer, you are no longer required alcohol inquiries to previous employers directly. Instead, you'll obtain history by running a pre-employment full query through the Drug and Clearinghouse.	d alcohol history. But d to make drug and ain drug and alcohol
yo	Any safety sensitive positions a driver has held over the past 3 years you're not sure if a driver's previous employment was a safety-sens always err on the side of caution.	
	Here are the steps you need to follow: Obtain authorization from the applicant allowing the former emplo	oyer to release
	information to you	_:4:
ш	Document the dates of employment for each safety-sensitive pos	SILION

□ Document accident history, as defined by 49 CFR 390.5T, for each safety sensitive

☐ Document "good faith" efforts to reach each previous employer. "Good faith" is

position and include date, location, # injuries, # fatalities, and any Hazmat related spills

subjective, so our best practice is three separate phone calls and a follow-up email/fax for written documentation. Document the evidence in your Applicant Tracking System



if possible, for each accident

☐ Document a "good faith" effort for each previous employer

Road Test

If the road test is successfully completed, the person who gave it shall complete a certificate of driver's road test that is signed and dated by the driver and trainer completing the road test
 A copy of a current and valid CDL can be used in lieu of the Road Test □ Review your company's policy and your state's individual rules regarding road testing-they may be more demanding than the DOT. Many states, for example, require occasional road tests to track driver skill over time
If your company runs their own initial road tests, or a driver has a road test conducted at a third party site (not the BMV) you must retain this documentation in the DQ folder.

Commercial Driver's License (CDL)

Non-expired CDL with proper endorsements and class Scan both sides of a CD (if your state has endorsements or restrictions on the back)
Drivers may only have one valid CDL at a time (unless they are granted a special exemption from the DOT, which you need to keep in the DQ folder as well)
It is a good practice to retain the original CDL of a driver in the DQ folder for as long as the driver is employed with your company
Non-CDL drivers should also have their valid (not expired) state driver's license on file with appropriate endorsements if applicable
For Non-Domicile CDL's - confirm issuance and expiration dates match



Medical Card/Medical Examiner's Certificate

	Complete DOT approved physicals no less than every two years and more frequently if a physician deems it necessary .
	The physician must completely fill out and sign a Medical Examiner's Certificate (commonly known as a Med Card). No fields can be left blank.
	The doctor conducting the physical must be in the National Registry and can be searched with the registry number on the med card. Some states have restrictions such as not allowing chiropractors to qualify, even if they are in the registry. After a driver updates the physical run an MVR, within 15 days, to confirm the medical information was properly updated with the State.
	The driver must sign and complete the bottom section of the Med Card.
	Any exemptions and waivers must be stored in a separate medical folder for the driver, unless state law dictates otherwise.
	Add to your checklist state's laws for any special waivers.
	Non-CDL drivers must still have physicals conducted if they are interstate drivers (i.e they cross state lines)
_ Д	Drivers who drive in excepted interstate/intrastate are not required to have DOT physicals conducted. You must still have a waiver in their DQ file stating this. nnual MVR
	MVRs should be run at least once a year starting on day 365 after the hire date.
	MVR should contain all recent driver history and up-to-date medical information for that driver.
	MVR should contain the correct self-certification for the driver. Consult the full DOT descriptions for each of the four categories of drivers if you aren't sure how certain drivers should self-certify with the state licensing agency.



Certificate of Violations

Prior to May 9, 2022, at least once every 12 months, drivers were to submit a list of all convicted violations of motor vehicle traffic laws and ordinances during the previous 12 months. Click here for more information on this rule change.

Carriers were to review this and compare it with the driver's annual MVR, typically during the drivers Annual Review.

As of May 9, 2022, the requirement is now eliminated.

Motor carriers must retain all COV's obtained before May 9, 2022, in the DQ File for 36 months from the document date.

Annual Review

The Annual Review is held at least every 12 months between both the driver and manager. The manager is to review the MVR to determine whether the driver still meets the minimum requirements for safe driving, and to confirm they are not disqualified pursuant to 49 CFR 391.15.
Ideally, a new Annual MVR should be completed the same day as the Annual Review.
Managers must sign and date the Annual Review document on the same day.
The Annual Review should list all of the violations (regardless of vehicle type or ownership) a driver had in the past year that are on the MVR. It should also include out-of-state violations reported by the driver.
If a driver had no violations, this must be indicated on the form. Most DOT-approved forms have a box to check for no violations.



Disclosure and Authorization Forms

The DOT requires drivers to receive a document that lists all of the inquiries that will be made. This must be signed and dated and in the file.
Inquiries fall under the four major categories of employment history (both previous employment for safety sensitive purposes and also for character and work experience), personal history (residence verification, credit/financial history and Social Security verification), criminal background check and driving history.
These forms may be combined into one document or be several separate documents. However, each one must be signed and dated by the driver and must be separate from the application .

Other Record Types

There are several other records you will or may have to collect during a driver's hiring process. Some of these may include but are not limited to, a criminal background check, typically are stored in separate paperwork from the Driver Qualification folder in a distinct HR folder of kind. These kinds of documents, as well as training documents, may often be kept in the DQ folder if you wish. Others, such as drug and alcohol test results, must be kept separate in their own specific folder per DOT rules for privacy and legal reasons. Consult both the DOT regulations and your state's regulations regarding some of these specific records in order to make the best decisions regarding how to organize these other record types.

Rehired Drivers

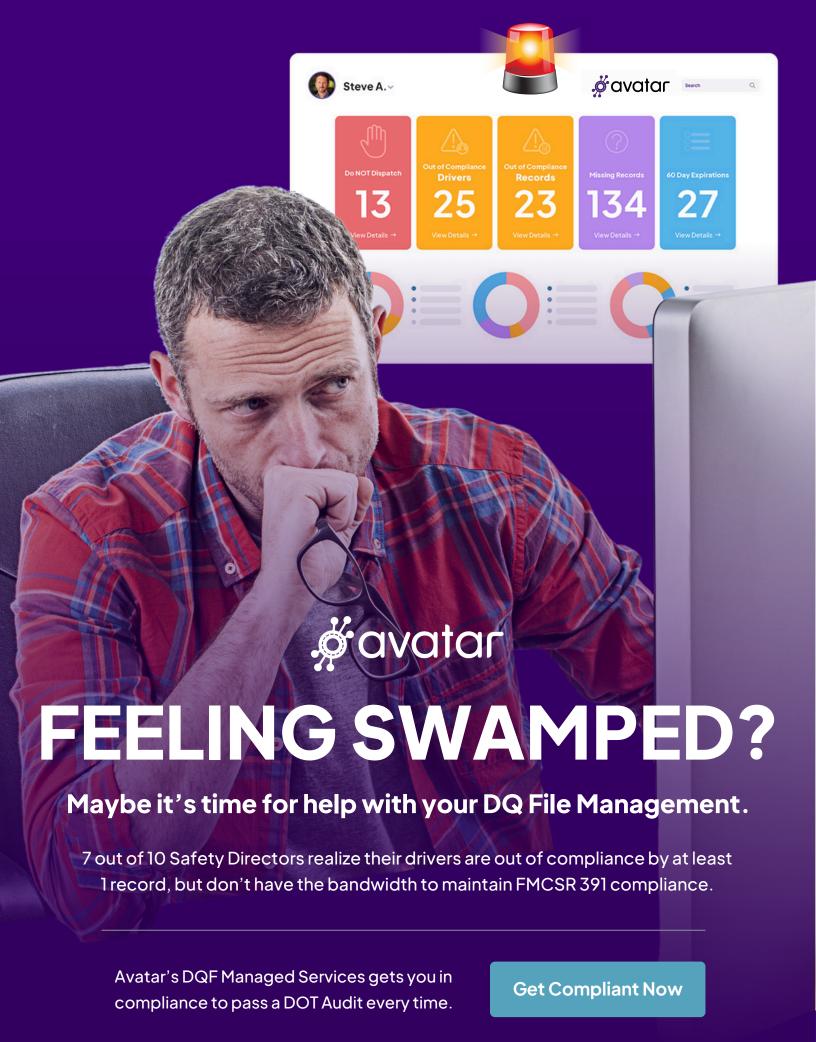
Rehired drivers (who have left the company for more than 30 days) must have a new and separate DQ Folder created upon their return to your company. This requires new documentation for all pre-hire records. You may use a valid CDL in lieu of a road test and an old previous employment verification for a required previous safety sensitive position if that PEV was successfully conducted. Drivers who left the company for more than 30 days must undergo a new drug test.



Non-DQ Items

so want to have the following critical items accounted for:
An up-to-date copy of FMCSA regulations
MCS 90 form with your current liability insurance
Drug and alcohol testing paperwork, including your company policy and testing procedures, all driver pre-employment test results, and an up-to-date summary of the past calendar year of random tests
6 Months of all driver logs
Complete maintenance records, including 14+ months of annual inspections for all commercial vehicles in operation and 90 days of post-trip inspection reports for any vehicles with issues or defects
A current DOT security plan
Drug and alcohol training materials and policies with a signed driver receipt for them (from before hire)
A current and up-to-date accident file
Documented policies for hiring, discipline, and removal/reinstatement of unqualified drivers from service







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