

## **Driver Qualification Checklist**

The following items must be complete and on file at this office before any driver shall drive any Commercial Motor Vehicle Transporting any amount of 1.1G or 1.3G display fireworks, greater than 1000 pounds of 1.4G fireworks, and a CMV with a GVW of greater than 26,000 pounds.

### **Complete prior to performing Safety-Sensitive Functions**

1. \_\_\_\_\_ CDL holder's pre-employment testing for controlled substances (382.301)  
(Valid for 30 days unless placed in a random controlled substances program)
2. \_\_\_\_\_ Hazardous Material Safety Training (Recertify every 3 Years)

### **Shall Not Drive Until Completed and Received**

3. \_\_\_\_\_ Drivers Application for Employment (391.21)  
(CDL operations shall include 10 years of employment history) (383.35)
4. \_\_\_\_\_ Valid Medical Examiner's Certificate and Long Medical Form (391.41)
5. \_\_\_\_\_ Clear copy of both front and back of current CDL drivers License (391.33)

### **ASAP or within 30 days after Beginning Employment**

6. \_\_\_\_\_ Inquiry to Previous Employers on Drug and Alcohol testing results (40.25)
7. \_\_\_\_\_ Inquiry to Previous Employers over the last 3 years (391.23)
8. \_\_\_\_\_ Inquiry to State Agencies (Motor vehicle report) (391.23)
9. \_\_\_\_\_ Criminal Background Check by issuing States  
For New CDL applicants and Renewals

### **Annual Inquiry and Review**

10. \_\_\_\_\_ Driving Record Inquiry to State Agencies (MVR) (391.25)(a)
11. \_\_\_\_\_ Driver's List / Certification of Violations during the past 12 months (391.27)
12. \_\_\_\_\_ Annual Review of Drivers File, noting reviewer's name and the (391.25)(b)  
Date of Review

