

# DRIVER FILE

**Confidential**

Driver's Name	Location
Driver ID Number	Date Driver Began Driving for Company

## Driver Qualification Forms (Examples are shown inside this folder)

1. Driver Application Form
2. Medical Examination Report
3. Medical Examiner's Certificate
4. Record of Road Test
5. Certification of Road Test
6. Safety Performance History Records Request
7. Motor Vehicle Driver's Certification of Violations/Annual Review of Driving Record

These forms are required for all employees who drive a commercial motor vehicle (CMV) weighing more than 10,000 pounds.

*Note: The DOT does not require copies of the Medical Examination Reports (Long Form Physical) to be retained within the Driver Qualification files (the Medical Examiner's Certificates are required.) As such, J. J. Keller does not audit or image the Medical Examination Reports as part of our standard Driver Qualification File Management Service. Since the carrier is responsible for any errors made in the issuance of a Medical Examination Report, we strongly encourage adding the auditing of this form to your service.*

## Drug & Alcohol Forms (Examples are shown on back of this folder)

1. Previous Pre-Employment Employee Alcohol and Drug Test Statement (886-FS-C2) not included.
2. Safety Performance History Records Request (850-F) included.

These additional forms are required for all employees who drive a commercial motor vehicle (CMV) weighing more than 26,000 pounds, transports sixteen or more passengers, or transports hazardous materials that requires placarding, but are not required to be retained as part of a qualification file required by Section 391.51.

*Note: The auditing and imaging of the Drug & Alcohol forms is not included with our standard Driver Qualification File Management service. Processing of these forms requires subscription to our Drug & Alcohol Program Management Service.*

**Additional documents are required to be retained as part of the Driver File (Driving Record, Driver's License, etc.). When necessary, you'll be asked to submit these items to J. J. Keller.**



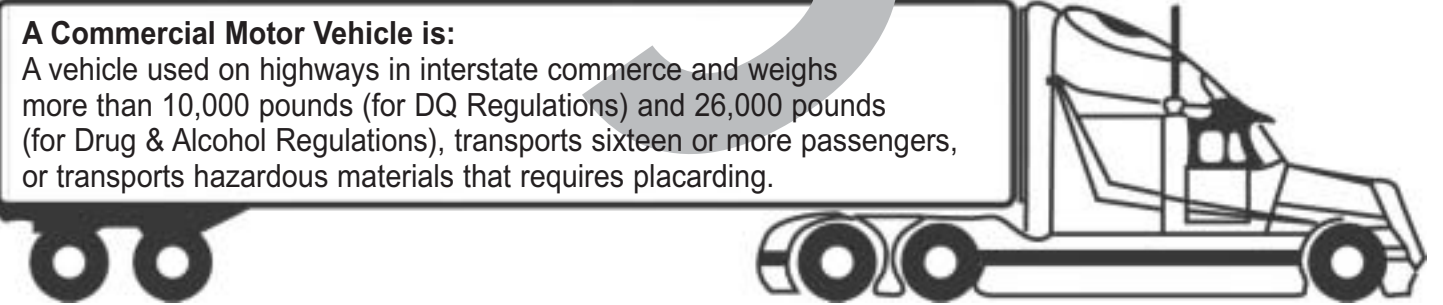
# Drug & Alcohol Forms

## 1. Previous Pre-Employment Employee Alcohol and Drug Test Statement

- J. J. Keller abbreviation..... PADTS
- Regulatory section reference..... 40.25
- Who needs to complete..... Any driver who drives a commercial motor vehicle.
- When it needs to be completed.... Once at the time of hire.
- Special requirements..... Driver completes one form to cover all positive drug tests not resulting in employment.

## 2. Safety Performance History Records Request

Refer to Driver Qualification form #6 for requirements.



SAMPLE

# Driver Qualification Forms

## 1. Driver Application Form

- J. J. Keller abbreviation..... APP
- Regulatory section reference..... 391.21
- Who needs to complete..... Driver
- When it needs to be completed.... Once at the time of hire.
- Special requirements..... Complete in full. If additional space is needed for employment history, use the form provided. Maintained permanently in the Driver File.

## 2. Medical Examination Report

- J. J. Keller abbreviation..... PHY
- Regulatory section reference..... 391.43
- Who needs to complete..... Driver completes sections one and two. The physician completes the rest.
- When it needs to be completed.... Every two years if no health concerns.
- Special requirements..... Original maintained at the physician's office.

## 3. Medical Examiner's Certificate

- J. J. Keller abbreviation..... MEC
- Regulatory section reference..... 391.43
- Who needs to complete..... Driver completes signature of driver, driver's license number, state, and address of driver. Physician completes the rest.
- When it needs to be completed... Every two years if no health concerns.
- Special requirements..... Complete in full. Driver must carry with him/her at all times while driving. Maintained in the driver file for three years.

## 4. Record of Road Test

- J. J. Keller abbreviation..... RTRTC
- Regulatory section reference..... 391.31
- Who needs to complete..... The motor carrier.
- When it needs to be completed.... Once at the time of hire.
- Special requirements..... Maintained permanently in the Driver File.

## 5. Certification of Road Test

- J. J. Keller abbreviation..... RTRTC
- Regulatory section reference..... 391.31
- Who needs to complete..... The person giving the road test must complete the certification.
- When it needs to be completed.... Upon completion of passing the road test.
- Special requirements..... Maintained permanently in the Driver File.

## 6. Safety Performance History Records Request

- J. J. Keller abbreviation..... SPHRR
- Regulatory section reference..... 391.23
- Who needs to complete..... The prospective employee completes section 1. The previous employer completes section 2. The prospective employer completes sections 4a and 4b.
- When it needs to be completed.... Within 30 days of being hired.
- Special requirements..... This form must be completed for three years prior to being hired if the driver operated a CMV. Maintained permanently in the Driver File. Good faith efforts must be documented if responses are not obtained.

Note: Section 3 will be completed by the previous employer only if the driver was subject to DOT Drug & Alcohol testing requirements while in their employ.

## 7. Motor Vehicle Driver's Certification of Violations/Annual Review of Driving Record

- J. J. Keller abbreviation..... AR-CV
- Regulatory section reference..... 391.25 and 391.27
- Who needs to complete..... Driver completes the certification of violations. Motor carrier completes the annual review.
- When it needs to be completed.... Every 12 months based on the driver's hire date.
- Special requirements..... A Driving Record should also be ordered at this time and used as part of the annual review process. Maintained in the Driver File for three years.