

QUALIFICATION OF DRIVERS - PART 391

Motor carriers of passengers must assure that all drivers of commercial motor vehicles meet the minimum qualifications specified in Part 391 as adopted by the PUC.

Driver Qualification File - Checklist

Every motor carrier must have a qualification file for each driver including the company owner if he/she is also a driver. The file must include:

- **DRIVER'S APPLICATION FOR EMPLOYMENT**
A prospective driver must complete and sign an application for employment that contains all the information required. 391.21(a)
- **INQUIRY TO STATE AGENCIES**
The driver's driving record for the preceding three years. This investigation must be made within 30 days of the date his/her employment begins. 391.23(a)(1) & (b)
- **ANNUAL REVIEW OF DRIVING RECORD**
At least once every 12 months, a motor carrier must review the driving record of each driver. A new copy of the driver's driving record must be obtained from each state in which the driver held a driver's license during the prior 12 months. A note stating the results of this review shall be included in the Driver's Qualification File. 391.25(b) & (c)(2)
- **ANNUAL DRIVER'S CERTIFICATION OF VIOLATIONS**
At least once every 12 months, a motor carrier must require each driver that it employs to prepare and furnish it with a list of all violations of motor vehicle traffic laws and ordinances during the previous 12 months. 391.11(a) & (b)(6) and 391.27(a)
- **DRIVER'S LICENSE, OR DRIVER'S ROAD TEST AND CERTIFICATE**
Each driver must provide a copy of his/her valid driver's license, or successfully complete a road test and be issued a certificate, or provide a copy of his/her certificate of road test issued within the preceding 3 years. 391.11(a) & (b)(8) and 391.31 & 33
- **MEDICAL EXAMINATIONS**
The driver must pass a medical examination conducted by a licensed health care professional. A driver must be issued a Medical Examiner's Certificate, which must be carried at all times and must be renewed, as required. 391.45 and 4 CCR 723-6-6103(b)(IV)

Driver Investigation History File - Checklist

Every motor carrier must have a driver investigation history file for each driver including the company owner if he/she is also a driver. This only applies to those driver's who were hired on or after August 1, 2007. The file must include:

- **DRIVER'S ACKNOWLEDGEMENT**
A copy of the driver's written authorization for the motor carrier to seek information about a driver's alcohol & controlled substances history, if applicable. 391.23(i)(1)
- **DRIVER'S SAFETY PERFORMANCE HISTORY**
An investigation of the driver's safety performance history during the preceding three years is required. This investigation must be made within 30 days of the date his/her employment begins. 391.23(a)(2) & (c)