

DRIVER QUALIFICATION FILE CHECKLIST

- _____ *APPLICATION – (Must include three years residence history and ten years employment history. Must be complete and contain no gaps in employment.)
- _____ *REFERENCE CHECKS/ REQUEST FOR ALCOHOL & CONTROLLED SUBSTANCES TESTING RECORD – (Work reference checks and controlled substance record checks must be received within 30 days of employment for the previous three years)
- _____ *URINALYSIS CONSENT FORM
- _____ *CONTROLLED SUBSTANCE TEST RESULTS
- _____ *MVR REQUEST—(Must be secured within 30 days of employment)
- _____ **ROAD TEST
- _____ **CERTIFICATE OF ROAD TEST—(Must be signed by same examiner as shown on road test.)
- _____ *DRIVER DATA SHEET
- _____ *CERTIFICATE OF COMPLIANCE SINGLE LICENSE AND NOTIFICATION
- _____ MOTOR VEHICLE DRIVER CERTIFICATION
- _____ *WORK QUESTIONNAIRE
- _____ *SUBSTANCE ABUSE POLICY RECEIPT
- _____ *DRUG AWARENESS TRAINING
- _____ ANNUAL REVIEW OF DRIVING RECORD
- _____ RECEIPT FOR D.O.T. HANDBOOK (Optional)
- _____ *COPY OF CURRENT DRIVERS LICENSE
- _____ *COPY OF D.O.T. PHYSICAL
- _____ *DPS DRUG TEST RELEASE FORM (TEXAS MOTOR CARRIERS ONLY)

* REQUIRED AT TIME OF HIRE

** RECOMMENDED AT TIME OF HIRE