At hire / onboarding (build the file)

- ☐ Driver application for employment completed and signed (DOT-regulated application).
- ☐ Inquiry to previous DOT-regulated employers completed and documented (safety performance history, as applicable).
- ☐ Motor Vehicle Record (MVR) obtained for each required state and reviewed.
- ☐ Medical examiner's certificate on file (and any applicable medical qualification documentation).
- ☐ Road test certificate completed OR equivalent documentation on file (CDL and/or accepted alternative, as applicable).
- ☐ Driver's license copy on file (correct class and endorsements for equipment and operation).
- ☐ Entry-level driver training (ELDT) documentation on file when required.
- ☐ Drug and alcohol program documentation on file when applicable (including pre-employment test result, clearinghouse queries, or consortium enrollment).

Ongoing (keep it current)

- ☐ Medical certificate stays current (track expiration dates and renewals before they lapse).
- ☐ Annual MVR obtained and reviewed for each required state (minimum yearly, more often if your policy requires).
- ☐ Annual review of driving record documented (signed and dated).
- ☐ Record of violations (driver-provided list) collected at least annually when required and filed.
- ☐ Any changes to license class/endorsements are updated in the file.
- ☐ Corrective actions documented when issues occur (training, counseling, suspension, or removal from service).

Audit readiness quick test
Pick 5 drivers at random. If you cannot produce complete DQFs in under 5 minutes each, you have an audit risk and a process problem, not a paperwork problem.