



## Driver Qualification Files for Interstate Motor Carriers

Motor carriers subject to the Federal Motor Carrier Safety Regulations (FMCSR) must have a driver qualification file for each regularly employed driver. The required records may be combined with a driver's personnel file. The driver qualification file must include:

- **Application for Employment**  
A completed and signed application for employment, dated prior to the driver's first trip.
- **Inquiries to Previous Employers - 3 Years**  
A written record of the investigation of the driver's employment history for the three years prior to the driver being employed. This investigation must be made prior to or within 30 days of the date the driver was hired.
- **Initial State Motor Vehicle Record (MVR) Review – 3 Years**  
A copy of the driver's State motor vehicle record (MVR) for the three years prior to the driver being employed.
- **MVR – Annual Update and Review**  
An annual update of the driver's State MVR and a note detailing the results of the motor carrier's review, including the name of the person who reviewed the MVR and the date of the review.
- **Annual Driver's Certification of Violations**  
A list of all violations of motor vehicle traffic laws and ordinances by the driver, during the previous 12 months. 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. Note: Drivers holding a Commercial Driver's License (CDL), who have provided this information during the year, need not repeat that information in this annual list of violations.
- **Driver's Road Test Certificate or Equivalent**  
A copy of the road test certificate, or a copy of the license or certificate which the motor carrier accepted as equivalent to the driver's road test. A person must not be allowed to drive a commercial motor vehicle until he/she has successfully completed a road test and has been issued a certificate, or the motor carrier has accepted, as equivalent to the driver's road test, a copy of the driver's license or certificate issued by another motor carrier.
- **Medical Examinations**  
A copy of the Medical Examiner's Certificate and any documented waiver of a physical qualification. A driver must pass a medical examination conducted by a licensed health care professional and be issued a Medical Examiner's Certificate, which must be carried at all times and be renewed every two years.



## Removal of Files

The following files may be removed from the driver's qualification file three years after the date of execution:

- The annual MVR and notes regarding the evaluation of same, as well as the CDL violations reported by the driver.
- The copy of the Medical Examiner's Certificate and any waiver of physical a physical qualification.

---

## Contact

### AIG Programs Loss Control

T 800 611 3994

F 888 659 9047

programslc@aig.com



Bring on tomorrow

COPYRIGHT ©2003, ISO Services, Inc.

CH-10-09 3/20/03

The information contained in this publication was obtained from sources believed to be reliable. ISO Services, Inc., its companies and employees make no guarantee of results and assume no liability in connection with either the information herein contained or the safety suggestions herein made. Moreover, it cannot be assumed that every acceptable safety procedure is contained herein or that abnormal or unusual circumstances may not warrant or require further or additional procedure.

American International Group, Inc. (AIG) is a leading international insurance organization serving customers in more than 130 countries. AIG companies serve commercial, institutional, and individual customers through one of the most extensive worldwide property-casualty networks of any insurer. In addition, AIG companies are leading providers of life insurance and retirement services in the United States. AIG common stock is listed on the New York Stock Exchange and the Tokyo Stock Exchange.

Additional information about AIG can be found at [www.aig.com](http://www.aig.com) | YouTube: [www.youtube.com/aig](http://www.youtube.com/aig) | Twitter: @AIG\_LatestNews | LinkedIn: [www.linkedin.com/company/aig](http://www.linkedin.com/company/aig)

AIG is the marketing name for the worldwide property-casualty, life and retirement, and general insurance operations of American International Group, Inc. For additional information, please visit our website at [www.aig.com](http://www.aig.com). All products and services are written or provided by subsidiaries or affiliates of American International Group, Inc. Products or services may not be available in all countries, and coverage is subject to actual policy language. Non-insurance products and services may be provided by independent third parties. Certain property-casualty coverages may be provided by a surplus lines insurer. Surplus lines insurers do not generally participate in state guaranty funds, and insureds are therefore not protected by such funds.

© 2014 American International Group, Inc. All rights reserved.