

Driver Qualification File Index

Locate and check each applicable record. Use an internal driver ID; do not enter a Social Security number.

Carrier / driver name or internal ID

Checked by / date

Record check - P = present; M = missing; V = verify; N/A = explain

RECORD	STATUS	DATE / LOCATION
Employment application		
Initial licensing-history MVR records		
Road-test certificate or allowed equivalent / exemption		
Annual MVR and dated review note		
Applicable medical qualification evidence		
Medical variance / SPE evidence, if applicable		
National Registry verification note, where applicable		

Missing items / N/A basis / assigned person / target date

Use the applicable medical evidence for CDL or non-CDL drivers. Check retention by record type. This index covers DQ file contents; it is not the complete hiring, investigation, or testing process.