## **Driver Qualification File Worksheet**

Risk Control from Liberty Mutual Insurance

	This form will assist you in reviewing driver files for both regulated and non-regulated fleets.
	Use the Federal Motor Carrier Safety Regulation, part 391 as an overall guide. (Also, see Liberty Mutual Insurance Reference Note, Driver Selection, RC 284.)
(Customer)	File Number Additional forms can be used if more than ten files are being reviewed.
(Customer)	1 2 3 4 5 6 7 8 9 10 Totals  Date of Hire: Date the employee was placed on the payroll.
(Location)	Completed Application: Are all spaces on application completed?
(Completed by)	MVR: Is it recent? (Within one year.) Are there common and/ or multiple violations? Do the violations correspond with those on the "Application" and/or "Certificate of Violations?
(Date)	Driver License: Is a photocopy in the file? Is it valid for the vehicle being driven? (See RC 5061)
	Reference Checks: Previous employers. How many did the driver provide? How many did the company request? How many replies were received? Do they correspond with the application form data?
	Driving Test: Is the form completed? Is it a valid test for driver's overall performance or is it being completed to comply with paperwork requirements? (See Road Test, RC 124 and Road Test Driver Performance Evaluation (Trucks and Tractor Trailers), RC 411)
The purpose of this worksheet is to help evaluate the selection program, not individual drivers. Do not use driver names on this or any other selection report.	Certification of Tests: Are certificates for road tests in file? Any others required?
	Medical Examination Certificate: Is there evidence of an updated physical examination?
	Medical Examination Verification: A note verifying that medical examiner is listed on National Registry of Certified Medical Examiners.
	Annual Review: Is there documentation of an annual review of driver's performance?
	Certificate of Violations: Is it current? Does it correspond with the current MVR? Is it current? Does it correspond with the current MVR?
	Additional Information: This may be used to cover any other selection procedure the fleet might be using













The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards or regulations. Please refer to the appropriate code-, standard-, or regulation-making authority for interpretation or clarification. Provided that you always reproduce our copyright notice and any other notice of rights, disclaimers, and limitations, and provided that no copy in whole or in part is transferred, sold, lent, or leased to any third party, you may make and distribute copies of this publication for your internal use.