



## RAIR "Best Practices" Retention Schedule for Driver Qualification (DQ) File Documents

<b>Type of Document</b> (Click hyperlinks to view regulations)	<b>Retention Requirements per Regulations &amp; RAIR "Best Practices"</b>	<b>RAIR "Best Practices" Recommendations</b>
<a href="#">Commercial Driver Application</a>	Per 391.51(c), not deleted from driver file unless driver file status is "Terminated" AND the file's Termination Date is more than 3 years in the past.	Recommend review of employer's application form to ensure it meets requirements of §391.21 as well as auditing the form for completion and accuracy (when verifying previous employment.) In addition, CDL drivers must provide 10 years of employment history if applicant operated a CMV. Per §383.23(a)(2), the issuing state of the driver's license must coincide with applicant's domicile state.
<a href="#">Previous Employment Verification</a>	Per 391.53(c), not deleted from driver file unless driver file status is "Terminated" AND the file's Termination Date is more than 3 years in the past.	Ensure that verification details match with those provided by the driver on the application form and meet standards of §391.23, and recordkeeping requirements of §391.53. Good faith efforts to document prior employment history are required, and if carrier wishes to "grandfather" any exceptions to the regulations, the explanation for such decisions will be documented in a release waiver provided by RAIR, with authorization details included, and copies retained in the DQ File along with the PEV or CDA, as appropriate.
<a href="#">Previous Drug and Alcohol</a>	Per 391.51(c), not deleted from driver file unless driver file status is "Terminated" AND the file's Termination Date is more than 3 years in the past.	For both the PEV and PDA, RAIR will consult with carrier to ensure confidentiality by limiting access if all personnel using the system are not authorized to view sensitive document categories such as these.

<a href="#">Motor Vehicle Report (Pre-Hire)</a>	<p>Per 391.51(c), not deleted from driver file unless driver file status is "Terminated" AND the file's Termination Date is more than 3 years in the past.</p>	<p>RAIR will determine if the carrier is taking responsibility for reviewing the MVR reports to ensure driver record meets the minimum standards, or if RAIR is being asked to audit these.</p>
<a href="#">Motor Vehicle Report (Annual Review &amp; MVR)</a>	<p>Per 391.51(d)(1), this may be deleted from the DQ File three years after the date of execution.</p>	<p>Driver's annual review should ideally not take place before the MVR has been received and reviewed.</p>
<a href="#">Certification of Violations</a>	<p>Per 391.51(d)(3), this may be deleted from the DQ File three years after the date of execution.</p>	<p>Certification date for the COV is the date the driver signed the document and will be the date used to prompt the system to require a repeat of the process within 12 months of the certification date.</p>
<a href="#">Driver License</a>	<p>If license is a CDL and IS USED IN LIEU OF A ROAD TEST, then per 391.51(c), not deleted from driver file unless driver file status is "Terminated" AND the file's Termination Date is more than 3 years in the past.</p>	<p>Driver's License is technically not required as part of the DQ File (unless CDL is used in lieu of a road test) but RAIR recommends that a copy of the current driver's license be retained while it is valid and be purged when the updated driver's license is obtained and placed in the DQ File.</p>
<a href="#">Certificate of Road Test and Road Test</a>	<p>Per 391.51(c), not deleted from driver file unless driver file status is "Terminated" AND the file's Termination Date is more than 3 years in the past.</p>	<p>CDL drivers may produce evidence of satisfactory completion of a road test (certificate of same) if dated within last three years, per §391.33(a)(2), or their current CDL, if accepted by employer in lieu of a road test. RAIR will flag form after audit if the person who road-tested the driver is NOT the same person who signed the Certificate of Road Test.</p>

<p><a href="#">Medical Examiner Certificate</a></p>	<p>Per 391.51(d)(4), this may be deleted from the DQ File three years after the date of execution.</p>	<p>Carrier is responsible for ensuring that all drivers are medically-qualified and examined by a practitioner who is knowledgeable with specific DOT requirements. If carrier wishes to review the medical examination report, (the "physical") Best Practices dictate that this document not be retained after such review. A driver release form is recommended to be executed if carrier uses a copy of the medical examination report for these purposes.</p>
<p><a href="#">Medical Waiver</a></p>	<p>Per 391.51(d)(5), this may be deleted from the DQ File three years after the date of execution.</p>	
<p><a href="#">Entry Level Driver Training Certificate</a></p>	<p>Per 380.511, this may be deleted from the DQ File one year after the Termination Date of the driver.</p>	<p>It is recommended that any documentation of testing details surrounding the Entry-Level training procedures should not be retained in the DQ File; only the certificate with its specific requirements as stated in §380.513, signed by the person attesting to the driver's completion of training should be retained in the file.</p>
<p><a href="#">Longer Combination Vehicle</a></p>	<p>Per 391.51(c), not deleted from driver file unless driver file status is "Terminated" AND the file's Termination Date is more than 3 years in the past.</p>	<p>Per §390.401, a copy of the driver's LCV Driver-Training Certificate must be retained in the DQ File.</p>
<p><a href="#">Hazmat Training Certification</a></p>	<p>Per 49 CFR Part 172, Subpart H, §172.704 (d), current (within past three years) training documentation must be created and retained as long as the employee is employed as a hazmat employee and for 90 days thereafter.</p>	<p>RAIR will audit the certification documentation for the five elements listed in §172.704 (d)(1)(2)(3)(4)(5).</p>