



## Driver Qualifications Policy

**Company Name:**

**Policy/Procedure ID Number:**

**Date:**

### *Background*

Many companies offer employees fleet vehicles or require drivers to rent vehicles as part of their day-to-day activities. This is one of the most hazardous and costly exposures as part of doing business. It is important to routinely review the fleet policy and particularly driver qualifications. Driver qualifications will vary based on the type of vehicle being operated. Basic qualification and screening must be part of any policy.

This document addresses basic requirements that must be determined prior to operating a vehicle on company business. More advanced requirements are needed when requiring employees to operate over-the-road vehicles or specialized vehicles. For purposes of this document, we are only addressing basic requirements that are suggested prior and during vehicle use. For additional information visit: [US Department of Transportation](#) or [Federal Motor Carrier Safety Administration](#).

Any company using or renting vehicles should review their policy, restrictions, and employee expectations at least every year to ensure you are current with existing regulations and requirements.

### *Driver Screening and Documentation*

Prior to renting vehicles or operating a company-owned vehicle, it is suggested you follow the guidelines below:

1. Each company should maintain a driver qualification file for each driver it employs. A driver's qualification file may be combined with his/her personnel file.
2. The qualification file for a driver must include the driver's application for employment as part of his/her personnel file and:
  - A copy of the motor vehicle record (MVR) received from the current licensing state (past 3 yrs.)
  - A list or certificate relating to violations of motor vehicle laws and ordinances.
  - A Skill Performance Evaluation Certificate if a practical examination is performed.
  - Cell phone restrictions with a sign acknowledgement.
  - Documentation that the employer has provided a copy of the policy on the misuse of alcohol and use of controlled substances including educational materials. (Signed by the employee.)
  - Drug/substance testing results.
  - The driver's road test results if applicable or a copy of the license or certificate which the company accepted as equivalent to the driver's road test.
  - The medical examiner's certificate if it is required as part of the screening process.

### *Vehicle Contents*

It is important that each vehicle contains safe operating and emergency instructions and contain:

1. A vehicle maintenance record
2. Accident investigation forms and instructions
3. Emergency instructions
4. First aid kit
5. Seat belt, smoking and cell usage placards
6. State or other vehicle inspection forms
7. Survival kit (where appropriate)

