

Driver Qualification File Checklist

1. ___ Driver Application for Employment – TR100 (391.21)
2. ___ Medical Examiner’s Certificate* - TR109 (391.43)
3. ___ Record of Road Test – TR105 (391.31)
4. ___ Certificate of Road Test* – TR104 (391.31)
5. ___ Motor Vehicle Driver Certification of Violations – TR103 (391.27)
6. ___ Inquiry to Previous Employers – (3-10 Years) – TR110 (391.23(A)(2)&(C))
7. ___ Inquiry to State Agencies – MVR, etc. (391.23(A)(1)&(B))
8. ___ Annual Review of Driving Review – TR108 (391.25)
9. ___ Driver Data Sheet – TR111 (395.8(J)(2))
10. ___ Photo of Driver
11. ___ Physical Long Form (Prefer original and from your choice of Physician) – TR109
12. ___ Drug Testing Release – TR117
13. ___ Copy of Driver’s License (Current)
14. ___ Copy of Social Security Card (Original Issue – not a metal card)

*Note: Drivers must be issued copies of these certificates; however, the driver need only have a copy of the medical examiner’s certificate in his/her possession while driving.

Other forms you may wish to use to verify compliance.

15. ___ Immigration and Naturalization form
16. ___ Green Card – for legal resident aliens
17. ___ W-4 tax forms
18. ___ Company Insurance forms
19. ___ Drug Testing Policy – dated, signed and witnessed
20. _____

CSA Form # TR101

