



DOT QUALIFICATION FILE LAYOUT

NATC strongly recommends that all DOT Drivers' Qualification Files (DQF) be organized in the following manner to insure compliance and facilitate DOT Audits.

LEFT SIDE - <u>Permanent</u> Documents	RIGHT SIDE - <u>Expiring</u> Documents
1. Application for Employment	1. Medical Certificate (3 Years) or verification note from NRCME (CDL)
2. Employment Check (3 Years)	2. Annual Review (3 Years)
3. Driver Abstract (3 Years)	3. Annual List of MV Violations (3 Years)
4. Road Test Certificate	4. Annual State Abstract (3 Years)
	5. Current copy of DL (CDL w/end.)

HM-126F Training Records may be kept in a separate training file. If maintained **in DQF**, records must be placed with expiring documents on the **right side**. Training and Certifications must be updated at least once every 36 months.

Drug and Alcohol Testing Results must be kept in a secure location with controlled access per 382.401, effective 01/01/95.

Part 382 testing results include copies of required documents associated with each of the following: pre-employment, random, post-accident, reasonable suspicion, return to duty and follow-up. Information received from previous employers within 14 days as required under 382.413 should also be maintained in a secure location.

383.31 written notice of convictions within 30 days.