Driver Hiring Readiness Checklist

Candidate and assignment

Carrier / driver name

Start date / intended equipment

Before assigning work

- ☐ Review the completed driver application and verify required qualifications for the assignment.
- ☐ Check license validity, class, endorsements, restrictions, and applicable medical qualification evidence.
- ☐ Complete and document the required road test or a permitted equivalent; confirm any exception actually applies.
- ☐ For Part 382-covered work, document the required negative pre-employment drug result or a valid exception and complete the pre-employment Clearinghouse full query with required consent. Do not assign prohibited drivers.
- ☐ Confirm random-program coverage where required, distribute testing policy materials, and complete task-specific orientation.

Track after the start date

- ☐ Obtain licensing-state MVRs and complete safety-performance-history inquiries under 391.23 within the applicable 30-day period; document good-faith efforts when responses are missing.
- ☐ File DQ evidence and restricted investigation/testing records in their appropriate locations. Set renewal and annual-review reminders.

Outstanding action / responsible person / due date

Action or record	Owner	Due / completed

Assignment review

Reviewer / date / decision

An open follow-up item does not permit work before a prerequisite is satisfied. Use the DQ Checklist Builder to account for the driver's license, medical status, operating scope, and applicable exceptions.

49 CFR 391.23 49 CFR 391.31 49 CFR 382.301 49 CFR 382.701

Working resource. Confirm applicability and current requirements for your operation.