Safety Performance History Inquiry Log

Driver and previous employer

Driver / employment start date

Previous employer / employment dates

Verified contact / phone or email

Investigation due date / reviewer

Under 391.23, required responses or documentation of good-faith efforts belong in the driver investigation history file within 30 days after employment begins. The rule does not make a fixed number of unanswered calls automatically sufficient.

Request and follow-up history

Date / method	Contact / requested information	Response / next step

Close the inquiry

- ☐ Review the response for completeness and resolve material inconsistencies.
- ☐ Document unsuccessful good-faith efforts and retain supporting evidence.
- ☐ Address applicable driver review, correction, and rebuttal rights. Restrict access to authorized personnel.

Disposition

Reviewer / date / record location

Apply the current Clearinghouse and other-DOT-employer rules when determining how prior drug-and-alcohol history is obtained. Do not place test results or medical details on this general tracking sheet.

49 CFR 391.23 49 CFR 391.53

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