

BASIC #3**DRIVER FITNESS****FMSCR [383](#) and [391](#)**

It is critical to keep track of all time sensitive Driver Qualification File documents; use a spreadsheet or other type of software that will alert management 30 days prior to expiration. Include note in pay envelope and post a report for drivers and dispatchers so they are aware of pending expiration and can assist in the renewal of:

- Drivers license
- DOT Medical
- Any required training (Hazmat, OSHA Forklift, etc.)
- MVR
- Annual review

UNQUALIFIED DRIVER and DOT MEDICAL

- 1) Specifically address “Valid License” requirement in the company Safety Policy; issues such as address changes not reported to the BMV, unpaid parking tickets in personal vehicle, delinquent child support or lapsed DOT medicals on file with the BMV may result in license suspension and disqualify the driver.
- 2) Quiz new-hires to verify their ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records (broken English is okay).
- 3) Facilitate regular daily driver check-calls to minimize communications issues and to verify understanding before problems arise.
- 4) Obtain a fresh MVR on new hires within 30 days; verify that they have proper license for type of equipment operated; verify prior 3-year employment history.
- 5) Conduct new-hire in-cab orientation and check-ride (20 miles recommended) to verify ability to safely operate equipment.
- 6) Conduct periodic management spot checks of drivers to be sure they have DOT medical and drivers license in their possession and their log book is current.
- 7) Obtain a fresh MVR on drivers at least every 12 months; review for suspensions, unreported changes of address, unreported violations; as a best practice, run MVR’s more frequently to reduce the risk of using an unqualified driver.
- 8) Review driver files quarterly and check for expired documents; Tip; keep all files in the same order so you can quickly audit them without digging for documents.
- 9) Consider outsourcing driver files; eliminating just a single violation might even cover the cost of year’s service, not to mention the efficiency gained in time savings.

***Did you know? - The third most cited Driver Violation is
Driver Not in Possession of Medical Certificate***