Under the FCRA”.

As a user of consumer reports, please read the “Notice to Users of Consumer Reports: Obligations of Users” and “Fair Credit Reporting Act,” and may be obtained for employment purposes; and

The disclosure and authorization forms must be retained.

As a user of consumer reports, please read the “Notice to Users of Consumer Reports: Obligations of Users Under the FCRA”.

FCRA-Related Forms

Documents such as a motor vehicle report, safety performance history records request, and/or any other background check meet the definition of “consumer report” as defined by the Fair Credit Reporting Act (FCRA). Users of these reports have responsibilities under the FCRA. These responsibilities include taking the following steps prior to obtaining and using a consumer report:

- Providing a clear and conspicuous disclosure, in writing, to the consumer stating that a consumer report may be obtained for employment purposes; and
- Providing a copy of the Federal Trade Commission’s Notice titled, “A Summary of Your Rights Under the Fair Credit Reporting Act,” and
- Providing a document in which the consumer authorizes the procurement of the consumer report.

The disclosure and authorization forms must be retained.

As a user of consumer reports, please read the “Notice to Users of Consumer Reports: Obligations of Users Under the FCRA”.

A Commercial Motor Vehicle is:
A vehicle used on highways in interstate commerce that weighs more than 10,000 pounds (for DQ Regulations) and 26,000 pounds (for Drug & Alcohol Regulations), transports sixteen or more passengers, or transports hazardous materials that require placarding.

Driver Qualification Forms (Examples are shown inside this folder)
1. Driver Application Form
2. Medical Examination Report
3. Medical Examiner’s Certificate
4. Medical Examiner’s National Registry Verification
5. Record of Road Test
6. Certification of Road Test
7. Safety Performance History Records Request
8. Motor Vehicle Driver’s Certification of Violations/Annual Review of Driving Record

These forms are required for all employees who drive a commercial motor vehicle (CMV) weighing more than 10,000 pounds.

Note: The DOT does not require copies of the Medical Examination Reports (Long Form Physical) to be retained within the Driver Qualification files (the Medical Examiner’s Certificates are required). As such, J. J. Keller does not audit or image the Medical Examination Reports as part of our standard Driver Qualification File Management Service. Since the carrier is responsible for any errors made in the issuance of a Medical Examination Report, we strongly encourage adding the auditing of this form to your service.

Drug & Alcohol Forms (Examples are shown on back of this folder)
1. Previous Pre-Employment Employee Alcohol and Drug Test Statement (6801) not included.

These additional forms are required for all employees who drive a commercial motor vehicle (CMV) weighing more than 26,000 pounds, transports sixteen or more passengers, or transports hazardous materials that requires placarding, but are not required to be retained as part of a qualification file required by Section 391.51.

FCRA-Required Forms
1. MVR/Abstract Information
2. Disclosure Regarding Background Investigation
3. A Summary of Your Rights Under FCRA
4. Notice to Users of Consumer Reports

Note: The auditing and imaging of the Drug & Alcohol forms is not included with our standard Driver Qualification File Management Service. Processing of these forms requires subscription to our Drug & Alcohol Program Management Service.

Additional documents are required to be retained as part of the Driver file (Driver’s License, Skill Performance Evaluation Certificate (391.49), Medical Exemption or Variance/Waiver (Part 381), Entry Level Drivers Training Certificate (380.503). When necessary, you’ll be asked to submit these items to J. J. Keller.

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Driver’s Name

Location

Driver ID Number

Date Driver Began Driving for Company

Driver Qualification Forms

Driver ID Number  Date Driver Began Driving for Company

Driver’s Name  Location

Driver Qualification Forms (Examples are shown inside this folder)
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2. Medical Examination Report
3. Medical Examiner’s Certificate
4. Medical Examiner’s National Registry Verification
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Driver Qualification Forms

1. Driver Application Form

   J. J. Keller abbreviation.............. APP
   Regulatory section reference........ 391.21
   Who needs to complete................ Driver
   When it needs to be completed........ Once at the time of hire.
   Special requirements................ Complete in full. If additional space is needed for employment history, use the form provided. Maintained permanently in the Driver File.

2. Medical Examination Report

   J. J. Keller abbreviation.............. PHY
   Regulatory section reference........ 391.43
   Who needs to complete................ Driver completes sections one and two. The physician completes the rest.
   When it needs to be completed........ Every two years if no health concerns.
   Special requirements................ Original maintained at the physician’s office.

3. Medical Examiner’s Certificate

   J. J. Keller abbreviation.............. MEC
   Regulatory section reference........ 391.43
   Who needs to complete................ Driver completes signature of driver, driver’s license number, state, and address of driver. Physician completes the rest.
   When it needs to be completed........ Every two years if no health concerns.
   Special requirements................ Non-CDL drivers must carry this card with them at all times while driving. Maintained in the driver file for three years. CDL/CLP drivers must submit this card to their state driver licensing authority and motor carrier employer as soon as possible, and must carry the card for at least 15 days. The carrier must obtain a new Motor Vehicle Record (MVR) within 15 days as proof of medical certification. MVR is maintained in the driver file for three years. Best Practice: Retain a copy of the Medical Certificate with the MVR for three years.

4. Medical Examiner’s National Registry Verification

   J. J. Keller abbreviation.............. MENRV
   Regulatory section reference........ 391.23 and 391.51
   Who needs to complete................ The motor carrier.
   When it needs to be completed........ Upon receipt of each completed Medical Examiner’s Certificate.
   Special requirements................ Perform the verification using the National Registry website, at nationalregistry.fmcsa.dot.gov.

5. Record of Road Test

   J. J. Keller abbreviation.............. RTRTC
   Regulatory section reference........ 391.31
   Who needs to complete................ The motor carrier.
   When it needs to be completed........ Once at the time of hire.
   Special requirements................ Maintained permanently in the Driver File.

6. Certification of Road Test

   J. J. Keller abbreviation.............. RTRTC
   Regulatory section reference........ 391.31
   Who needs to complete................ The person giving the road test must complete the certification.
   When it needs to be completed........ Upon completion of passing the road test.
   Special requirements................ Maintained permanently in the Driver File.

7. Safety Performance History Records Request

   J. J. Keller abbreviation.............. SPHR
   Regulatory section reference........ 391.23
   Who needs to complete................ The prospective employee completes section 1. The previous employer completes sections 2, 3, and 4. The prospective employer completes sections 5a and 5b.
   When it needs to be completed........ Within 30 days of being hired.
   Special requirements................ This form must be completed for three years prior to being hired if the driver operated a CMV. Maintained permanently in the Driver File. Good faith efforts must be documented if responses are not obtained.

8. Motor Vehicle Driver’s Certification of Violations/Annual Review of Driving Record

   J. J. Keller abbreviation.............. AR-CV
   Regulatory section reference........ 391.25 and 391.27
   Who needs to complete................ Driver completes the certification of violations. Motor carrier completes the annual review.
   When it needs to be completed........ Every 12 months based on the driver’s hire date.
   Special requirements................ A Driving Record must also be ordered at this time and used as part of the annual review process. Maintained in the Driver File for three years.

9. Original and Annual Motor Vehicle Reports for Driver - MVR/Abstract Information

   J. J. Keller abbreviation.............. MVR-O (Original), MVR-R (Renewable), RLSGN (Release)
   Regulatory section reference........ 391.23 (Original), 391.25 (Annual)
   Who needs to complete................ Motor carrier must request and receive a copy from each state at the beginning of drivers hire and annually thereafter. An MVR/Abstract Information Form (RLSGN) must be completed prior to ordering the MVR from the state.
   When it needs to be completed........ Original MVR needs to be obtained within 30 days for Non-CDL drivers, and prior to driving for CDL drivers. Annual MVR needs to be obtained every 12 months. MVR/Abstract Information Form must accompany MVR requests.
   Special requirements................ An original and annual Motor Vehicle Report must be included in the DQ file. An MVR is considered a Consumer Report and, therefore, requires a release among other FCRA-required documents. See back page for FCRA regulations.