

Annual Review of Driving Record

49 CFR 391.25. At least once every 12 months, obtain the motor vehicle record from every state where the driver held a license, review it, and place this note with the record in the driver qualification file. Keep 3 years.

Driver's name

License number and state

Date MVR was obtained

Period covered by the record

Date of this review

Review considerations (391.25(b))

- ☐ Accidents, and whether any were preventable
- ☐ Violations of motor vehicle laws, with attention to speeding, reckless driving, and operating while under the influence
- ☐ Any indication the driver has violated 49 CFR Parts 382, 391, or 395 (drugs/alcohol, qualification, hours of service)
- ☐ License status: valid, no suspension, revocation, or disqualification
- ☐ Medical certification status (CDL drivers: shown on the CDLIS record)

Findings and any action taken

Determination

- ☐ The driver continues to meet the minimum requirements for safe driving.
- ☐ The driver is disqualified / requires action: _____

Signature of reviewer

Name and title (print)

Date