

Driver Qualification Checklist

A repeatable intake process for every new hire who will drive a company vehicle

Run this checklist before extending an offer that includes vehicle use, not after. A few minutes here protects your insurance rates and your business.

Companion article: "Hiring Drivers: What Trade Businesses Need to Know About MVRs, CDLs, and Insurance Risk."

Candidate Name: _____

Position / Role: _____

Vehicle(s) They Will Operate: _____

Pre-Offer Checklist

- ☐ Motor Vehicle Record (MVR) pulled and reviewed
- ☐ Current, valid driver's license verified
- ☐ Accident and violation history documented
- ☐ CDL requirement checked against vehicle's GVWR
- ☐ Written vehicle use policy provided and signed

Ongoing / Annual Re-Check

Employee Name	Last MVR Check Date	Next Check Due

Notes
