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Revised 2026-10-21

Annual review reminder sheet

The yearly steps for each driver: request the MVR, run the Clearinghouse query, review the record, write the note and set the next date.

Start the review

Each driver you employ needs an inquiry and a review at least every 12 months (49 CFR 391.25).

- [ ] **Find the date of the last review and set this review's due date**

  49 CFR 391.25(a), (b)

  The inquiry and the review each repeat at least every 12 months. A date on the file is what lets you see a review coming due.

- [ ] **List every state that licensed the driver to operate a commercial vehicle in the past 12 months**

  49 CFR 391.25(a)

  You request a record from each licensing authority where the driver held a commercial license or permit during that period, not only from the current state.

Pull the records

- [ ] **Request the motor vehicle record covering at least the previous 12 months**

  49 CFR 391.25(a)

  This is the annual record, separate from the 3-year record you pulled at hire.

- [ ] **Run the annual Clearinghouse query**

  49 CFR 382.701(b)

  A limited query works with the driver's consent, which can cover more than one year. If it shows information exists, run a full query within 24 hours or take the driver off safety-sensitive work until you do. Keep the query record for 3 years.

- [ ] **Confirm medical certification is current**

  49 CFR 391.45, 391.51(b)(6)

  CDL drivers: check the medical status on the current CDLIS record. Drivers who do not need a CDL: check the examiner's certificate date. Re-examination is due at least every 24 months, and more often in some cases, such as every 12 months for insulin-treated diabetes.

Review the record

Decide whether the driver still meets the minimum safe-driving requirements or is disqualified under § 391.15.

- [ ] **Look for violations of the Federal Motor Carrier Safety Regulations or Hazardous Materials Regulations**

  49 CFR 391.25(b)(1)

  Consider any evidence on the record that the driver violated applicable federal rules.

- [ ] **Look at the accident record and traffic law violations**

  49 CFR 391.25(b)(2)

  Give great weight to violations such as speeding, reckless driving and driving under the influence when they show disregard for the safety of the public.

Put it on the file

- [ ] **File a copy of the annual motor vehicle record**

  49 CFR 391.25(c)(1), 391.51(b)(4)

  The record from the inquiry goes in the driver qualification file.

- [ ] **Write the review note: who reviewed, and the date**

  49 CFR 391.25(c)(2), 391.51(b)(5)

  The note must name the person who did the review and the date. The separate annual list of violations (§ 391.27) is reserved and no longer required.

- [ ] **Update any variance, Skill Performance Evaluation certificate or exemption on file**

  49 CFR 391.51(b)(6)(iii), (b)(7) Only when the driver holds one

  A medical variance, Skill Performance Evaluation certificate or federal medical program exemption must be on file while it is in use.

Close out the cycle

- [ ] **Set the next review date, no more than 12 months out**

  49 CFR 391.25

  Put the date where the team will see it before it passes.

- [ ] **Remove only records that are 3 years old and on the removable list**

  49 CFR 391.51(d)

  After 3 years you may remove the annual record, the review note, the medical certificate or CDLIS record, any variance or exemption, and the National Registry note. The rest of the file stays for the whole employment plus 3 years.

Sources, checked against the eCFR and the Federal Register on 2026-10-21

- 49 CFR 391.25 — Annual inquiry and review of driving record
- 49 CFR 391.51 — General requirements for driver qualification files
- 49 CFR 382.701 — Drug and Alcohol Clearinghouse
- 49 CFR 391.45 — Persons who must be medically examined and certified

A general reference for motor carriers, not legal advice. Follow your written policy and the current rules.