



**New Hampshire Department of Safety**  
**Division of Motor Vehicles**  
**Pupil Transportation**  
**23 Hazen Drive, Concord, NH 03305**

**SCHOOL BUS DRIVER QUALIFICATION FILE**  
**CHECK LIST**

Driver's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Commercial Driver License (CDL): Yes: \_\_ (Class: \_\_\_ ) No: \_\_ License Number: \_\_\_\_\_

DATE OF FILE REVIEW:					
1. <b>Application for Employment</b> FMCSR 391.21	Saf-C 1317.01(b)(1)				
2. <b>Copy of Driver License</b> FMCSR 391.31 and 391.33	Saf-C 1317.01(b)(9)	Expiration Date:			
3. <b>Copy of School Bus Certificate</b>	Saf-C 1317.01(b)(9)	Expiration Date:			
4. <b>Copy of Medical Examiner's Certificate</b> FMCSR 391.51(b)(7), 391.41, 391.43, and 391.45	Saf-C 1317.01(b)(2)	Expiration Date:			
5. <b>Inquiry to State Agency</b> FMCSR 391.23(a)(1) and 391.23(b)	Saf-C 1317.01(b)(5)				
6. <b>Annual Driver Certification of Violations</b> FMCSR 391.27	Saf-C 1317.01(b)(3)				
7. <b>Annual Review of Driving Record</b> FMCSR 391.25	Saf-C 1317.01(b)(6)				
8. <b>Inquiry to Former Employers</b> FMCSR 391.23(a)(2)(4), 391.23(c), 383.35(a), and 383.35(c)	Saf-C 1317.01(b)(4)				
9. <b>Driver Data Sheet and Checklist for Casuals</b> FMCSR 391.63					
10. <b>Controlled Substance Testing/Alcohol Testing</b> FMCSR 382	Saf-C 1317.01(b)(7)				
11. <b>Copy of School Bus Roster (DSMV 126)</b>	Saf-C 1317.01(b)(5)				
12. <b>Documentation of Training</b>	Saf-C 1317.01(b)(8)				
13. <b>Driver Statement of Other Employment if applicable (recommended)</b>					

\*\*Please see additional information on reverse side\*\*

FMCSR = Federal Motor Carrier Safety Regulations  
 Saf-C = New Hampshire Administrative Rules

DSMV 500 (Rev. 09/07)

# EXPLANATION OF CHECKLIST ITEMS

## SCHOOL BUS DRIVER QUALIFICATION FILE

1. **APPLICATION FOR EMPLOYMENT.** All items on application must be completed. If an item does not apply, driver should so indicate by N/A. Items on employment application must meet all Federal and State requirements.
2. **COPY OF VALID DRIVER LICENSE.**
3. **COPY OF VALID SCHOOL BUS CERTIFICATE.**
4. **COPY OF MEDICAL EXAMINER'S CERTIFICATE.** NOTE: Before placing examination form in driver's file, it must be reviewed by the employer to insure all physical requirements are met as so indicated on the reverse side of the physical form.
5. **INQUIRY TO STATE AGENCY.** Every driver must have a copy of a State generated motor vehicle record in his/her file. If you currently have a driver who does not have a motor vehicle record, one must be obtained from the Division of Motor Vehicles. Record should show the preceding three years of driving history. An out-of-state licensed school bus driver must obtain a motor vehicle record from the issuing state. A copy of the most current school bus roster will be acceptable after the first motor vehicle record is in the file.
6. **ANNUAL DRIVER CERTIFICATE OF VIOLATIONS.** Driver must complete certification of violations from every twelve (12) months. If there have been no violations, driver should so indicate. Employer must review form and sign it.
7. **ANNUAL REVIEW OF DRIVING RECORD.** Must be completed every twelve (12) months by the employer after the Annual Driver Certificate of Violations has been provided by the driver.
8. **INQUIRY TO FORMER EMPLOYERS.** Non-CDL applicant – Three (3) years – request background for the last three years of employment. If applicant has not been employed, so indicate. CDL Applicant – Ten (10) years – request background of the last three (3) years for all employment and for up to seven (7) years preceding the three (3) years if applicant operated a commercial motor vehicle.
9. **DRIVER DATA SHEET AND CHECKLIST FOR CASUALS (for-hire companies).** To be completed by any driver who is regulated by the Federal Motor Carrier Safety Regulations. This driver does more than school bus operations (to and from school transportation).
10. **CONTROLLED SUBSTANCE TESTING/ALCOHOL TESTING (commercial licensed drivers).** Must meet Federal and State requirements. Copy of drug and alcohol policy and test results can be kept in the driver's file if the file is secure. If not, they must be kept in a separate secure location with controlled access.
11. **COPY OF SCHOOL BUS ROSTER (DSMV 126).** Most current school bus roster must be in file.
12. **DOCUMENTATION OF TRAINING.** Records must indicate drivers have met requirements of Saf-C 1305.02, Pre-Service Training, or Saf-C 1305.03, In-Service Training.
13. **DRIVER STATEMENT OF OTHER EMPLOYMENT (not required, but recommended).** While this item is not required to be in the driver's file, it is strongly recommended that a driver furnish to his/her employer all hours of service performed for another employer. This may be a potential liability issue for employers if an accident occurs.

This form is provided by the Department of Safety as a tool to assist school bus contractors to be in compliance with the Federal Motor Carrier Safety Regulations and the New Hampshire School Bus Transportation Rules pertaining to driver qualification files. Employers should refer to referenced regulations in order to ascertain if any portion of the regulations apply to their operation.