

How hiring works in DQF

From the driver's application to a complete driver file. A step-by-step guide for carriers and safety managers.

It all starts with one thing: a complete, correct application from the driver.

1 The driver's application: the one thing the driver does

You send the driver your private application link from **Applicants**. They complete it on a phone or a computer and sign it. When they do, it gives you, and us, permission to run your pre-screening checks and your yearly checks, and it files every form DQF asks you to have. It's built to be fast and automated, so the rest of the process just flows.

Without this step, everything else gets harder. That's why it matters that the driver completes it correctly, and completely, the first time. If they need a break, they can save it and come right back with the link.

CURRENT DRIVERS

Already have a driver working for you? Have them complete the application as if they were brand new, so every form is signed and filed in their DQF.

OWNER-OPERATORS

You are still a driver. Complete the process as the driver, using **Fill it in myself** on the Applicants page.

What the driver needs to have ready

- Driver's license, front and back (a photo of the front fills in their details)
- DOT medical card (dates, examiner's name and National Registry number; the photo can come later)
- Social Security number
- Addresses for the last 3 years, with move-in and move-out dates
- Employers for the last 3 years, plus any commercial driving jobs in the last 10 years
- Accidents or tickets in the last 3 years, with dates

49 CFR 391.21 (application for employment).

2 You review it

When the application is finished it shows up under **Needs your decision**. Open it and look at what matters to you:

- Does this driver have the experience you're looking for?
- Do they hold the right CDL (class and endorsements)?
- How does their work history look?

The signed forms, license photos and medical card photo are already filed in the driver's file. There is nothing to upload.

3 Conditional offer, then pre-screen

If you like what you see, make a **conditional offer**: the job depends on passing your checks, your safety review, and a negative pre-employment drug test. Then order your pre-screening from **Pre-Screen a Driver**:

CHECK	WHAT IT SHOWS	REQUIRED?
MVR	The driving record from each state where the driver held a license in the last 3 years	Yes. In the file within 30 days of the start date 391.23(a)(1)
CDLIS	Every state where the driver has held a commercial license	Recommended
PSP report	5 years of crash history and 3 years of roadside inspections	Optional. Not required by federal rules
Criminal background check	7 years of convictions, an SSN trace and the sex-offender registry	Recommended. Not required by DOT

The driver already signed the consents in the application, so **there is no second signing link**. Pre-screening does not hire the driver or add them to your random pool.

4 Hire in the system

When you decide to hire, hire the driver in DQF and choose a start date (up to 30 days ahead). Hiring brings up your next step: **Finish the driver's file**.

- **Pre-employment drug test.** You need a verified negative result from the MRO or C/TPA before the driver's first safety-sensitive work. A scheduled test is not enough. 49 CFR 382.301(a)
- **Clearinghouse full query.** Required before employing the driver for safety-sensitive work. It must be a full query, which needs the driver's specific consent in the Clearinghouse. A limited query does not count for a new hire. 49 CFR 382.701(a)
- **Random testing pool.** Ordering the pre-employment drug test adds the driver to your pool. If the driver is already in your pool, DQF recognizes the same license, so there is nothing to add twice.

5 Before a new hire drives

These five things must be done. Each driver's **Overview** shows them under "Before [name] drives," with plain statuses.

- ☐ **Road test or a copy of their CDL** 391.31 / 391.33
- ☐ **Medical card** 391.41
- ☐ **Clearinghouse full query** 382.701(a)
- ☐ **Pre-employment drug test with a negative result** 382.301
- ☐ **Random testing pool enrollment**

You decide who's qualified. DQF keeps the proof in one place. "Done" means the item is on file and you have reviewed it.

6 The first 30 days: finish the rest of the file

You have 30 days from the date the driver's employment begins 49 CFR 391.23:

- ☐ **Driving record (MVR)** from each state the driver held a license in during the last 3 years

- ☐ **Safety performance history** from previous DOT-regulated employers for the last 3 years. DQF helps you send the requests, sends reminders, and records your good-faith effort if an employer never answers
- ☐ **7-day hours statement:** already signed in the application 395.8(j)(2)

7 Stay on top of it

- **Reminders.** DQF reminds you 90, 60 and 30 days before a medical card expires, in your notifications. Each driver's timeline shows what's coming.
- **Every year:** get the driver's MVR and review it, keeping a note of who reviewed it and when 391.25; run a Clearinghouse query 382.701(b); file the new medical card before the old one expires.
- **When a driver leaves:** end their employment in their driver file, take them out of your random pool, and keep their file for at least 3 years after they leave 391.51(c).

QUICK CHECKLIST FOR EVERY NEW HIRE

- ☐ Driver completed the application, correctly and completely
- ☐ You reviewed it and made a conditional offer
- ☐ Pre-screening ordered and reviewed (MVR at minimum)
- ☐ Hired in DQF with a start date
- ☐ Pre-employment drug test and Clearinghouse full query ordered; driver in the random pool
- ☐ All five "before they drive" items done
- ☐ Within 30 days: MVR in the file, previous-employer history (or good-faith effort) in the file

Questions? Call or text (602) 899-1606, Mon–Fri 6 AM–5 PM AZ · consortium@verticalidentity.com · verticalidentity.com

General educational guidance based on FMCSA requirements under 49 CFR Parts 382 and 391 (current as of October 2026). Always confirm current regulations and consult your C/TPA for guidance specific to your operation. DQF does not decide who is qualified; the carrier does.