



Department of Human Services
Office of Facilities and Support Services, Transportation Services
Section Driver Qualification Folder (DQF) Checklist

Vehicle Operator/Contractor:

Date of Monitoring:

Name of Driver												
Copy of Current Driver License (Y/N)												
Driver 21 or older (Y/N)												
Motor Vehicle Report (MVR) (Date Pulled, MM/YY)												
Motor Vehicle Report shows three years driving experience (Y/N)												
# of Points shown on MVR												
First Aid Expiration Date, MM/YY)												
CPR (Expiration Date, MM/YY)												
Defensive Driver Training (Expiration Date, MM/YY)												
Consumer Service, Courtesy, and Sensitivity Awareness Training (Y/N)												
National Criminal Background Check Administered by SWC (Y/N)												
Documentation of Accident(s) and/or Citation(s)												
Mobility Aid and Wheelchair Securement training (Expiration Date, MM/YY)												
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Comments:

* **Other Training** – General Orientation; Vehicle Orientation/ Pre-Trip Inspections; Record Keeping Requirements; Emergency Procedures; Wheelchair Securement (if