

司机资格档案参考清单

Driver qualification file reference checklist

修订 / Revised 2026-10-12 | 版本 / Version 2 | 中英对照 / Bilingual

01 资格档案 / Qualification file

适用于受相应联邦规定约束的货运商用车辆及车队。先核对适用范围、豁免及州级附加要求；本资料为办事参考，不是法定表格或完整法律意见。Federal trucking reference, not a statutory form or legal advice; confirm applicability, exceptions and additional state rules.

- ☐ 取得符合 §391.21(b) 全部必填项目的签字申请表。就业史包括最近 3 年；适用 Part 383 的驾驶岗位还须补足此前 7 年商用车驾驶雇佣史，合计回溯 10 年。[1]

Obtain a signed application with all §391.21(b) fields. Include the last 3 years of employment and, for applicable Part 383 driving positions, the preceding 7 years of CMV-driving employment (10 years total). [1]

- ☐ 取得过去 3 年曾持驾照的各发照机构驾驶记录 (MVR)，按 §391.23 的入职调查时限处理，并归入 DQF。[2, 3]

Request MVRs from licensing authorities for the prior 3 years; follow §391.23 hiring-investigation timing and retain the records in the DQF. [2, 3]

- ☐ 保存路考证书或法规认可的替代凭证。CDL 类别、背书与限制须符合所驾驶车辆；并非任何 CDL 都自动替代所有路考。[3]

Keep the road-test certificate or an authorized equivalent; match CDL class, endorsements and restrictions to the vehicle. [3]

- ☐ 每 12 个月至少调取并复核一次驾驶记录；保存 MVR，以及注明复核人、日期的年度复核记录。[4]

At least every 12 months, obtain and review the driving record. Keep the MVR and the reviewer/date note. [4]

- ☐ 取消旧清单中的“驾驶员年度违章自述”：§391.27 已为 Reserved。年度 MVR 调取和复核仍须按规定完成。[4, 5]

Remove the former annual driver certification of violations: §391.27 is reserved. Annual MVR inquiry and review remain required. [4, 5]

- ☐ DQF 通常保留至在职期间及离职后 3 年；§391.51(d) 列出的年度 MVR、复核记录和医疗资料等，可在形成 3 年后移除。[3]

Generally retain the DQF throughout employment and 3 years afterward. Listed rolling records under §391.51(d) may be removed after 3 years. [3]

检查日期 / Check date (YYYY-MM-DD)

勾选仅作自查记录，不代表符合全部法规。/ Checks do not certify full compliance.

请下载后填写并另存副本。/ Download, fill locally, and save a copy.

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02 医疗与受限资料 / Medical and restricted records

- ☐ CDL 司机用发照州 CDLIS MVR 核验医疗认证并归档，追踪到期日及适用豁免。非 CDL 司机按适用规则保留体检证明和国家注册体检师核验记录。 [3]

For CDL drivers, obtain the licensing-state CDLIS MVR showing medical status. Track expiry/variances. Non-CDL records include the applicable MEC and examiner-registry verification. [3]

- ☐ 2026-10-12 起，阿拉斯加以外州及华盛顿特区不得继续以纸质体检证明作为过渡期医疗资格证明。阿拉斯加的有限豁免须另查条件。 [6]

From 2026-10-12, the paper-MEC transition allowance ends outside Alaska. Verify the separate conditions of the limited Alaska exemption. [6]

- ☐ 入职后 30 天内完成并记录规定的前雇主安全履历调查或善意联系尝试，按 §391.23 核对调查范围；受控保存。药酒测试另有隐私与留存制度。 [2, 7, 8]

Within 30 days of employment, investigate required prior-employer safety history and document responses or good-faith contact attempts under §391.23. Restrict access; drug/alcohol records have separate retention rules. [2, 7, 8]

- ☐ 对 Part 382 适用司机：上岗前全面查询 Clearinghouse，并按规则完成入职前药检；每年至少查询一次。有限查询有记录时须在 24 小时内全面查询。 [9, 10]

For covered drivers, complete a pre-employment full query and required drug test; query at least annually. A limited-query hit requires a full query within 24 hours. [9, 10]

来源复核：2026-10-12；eCFR Title 49 页面所示更新至 2026-10-08。使用时打开以下现行来源，另核对生效日和个别豁免。

Source check: 2026-10-12; eCFR Title 49 current through 2026-10-08. Check current sources, effective dates and specific exemptions before use.

官方来源 / Official sources

[\[1\] eCFR 391.21 - Application and employment history](#)

[\[2\] eCFR 391.23 - Hiring investigations and timing](#)

[\[3\] eCFR 391.51 - DQF contents and retention](#)

[\[4\] eCFR 391.25 - Annual inquiry and review](#)

[\[5\] DOT final rule 2022-04930 - Annual violation list removed](#)

[\[6\] FMCSA notice 2026-20649 - Paper MEC transition](#)

[\[7\] eCFR 391.53 - Restricted investigation file](#)

[\[8\] eCFR 382.401 - Drug/alcohol record retention](#)

[\[9\] eCFR 382.701 - Clearinghouse queries](#)

[\[10\] eCFR 382.301 - Pre-employment testing and exceptions](#)