



**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)	*

Comments:

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