

## **FIRSTLAB FMCSA DRIVER QUALIFICATION FILE (DQF) MAINTENANCE**

In order to supply our clients with a complete suite of services to ensure regulatory compliance, FirstLab now offers total maintenance of Driver Qualification Files (DQFs), as required by the Federal Motor Carrier Safety Administration (FMCSA). FirstLab can provide the following DQF services:

- **Receive and Store Driver Qualification Files By Client Location**  
FirstLab will receive all Client Driver Qualification Files (DQFs) from individual locations, nationwide. FirstLab will develop a system to ensure that each location complies with the requirement to forward DQFs to FirstLab.
- **Review Files for Completeness and Regulatory Compliance**  
Each file, upon arrival at FirstLab will undergo a comprehensive compliance review. FirstLab will check for items in the file that are unnecessary as well as essential items that are missing. FirstLab will create a computer file for each DQF that will list the essential documents that are in the file and those that are missing. The computer file will also track those documents that are renewable to include:
  - Motor Vehicle Record Check
  - Driver Certification of Violations
  - Employer Annual Review of Driving Record
  - Medical Examination Certificate
  - Driver's License/CDL License
- **Generate a Monthly Missing Documents Report For Each Location**  
FirstLab will generate a discrepancy report for each file, listing essential items that are missing or improperly completed and use this report to notify the individual locations that they must forward the missing information to FirstLab. Such reports will be presented to the locations itemized by driver name and social security number. This report is used to notify the locations that the essential documents must be forwarded to FirstLab.
- **Generate a Monthly Documents Due Report For Each Location**  
FirstLab will generate a documents due report for each file to provide the Client with a 60-day notice for any essential documents that are due to be renewed within that time frame. The report, by name and social security number, lists each essential document that is due for renewal and the date of renewal.

The report also lists any document that may have fallen into a past due category. The report can be customized to provide any amount of notice requested by the Client. Once the document is renewed and forwarded to FirstLab, the DQF is updated.

- **Generate a Monthly Executive Summary Report**  
 FirstLab will generate a monthly executive report that will summarize the status of each location/division within the company. This report will total those documents that are missing and/or past due from each location/division. It is designed to provide a company executive with a quick summary/overview of the program and its status, highlighting areas of strengths and weaknesses.
- **Tracking of Location Follow Up**  
 FirstLab will ensure that each location responds to requests for essential items in a timely fashion and will offer consultation, assistance and corrective intervention to the locations to assist them in the completion of such requests.
- **Generation of Documentation**  
 In those cases where essential items cannot be retrieved from the location, FirstLab will generate appropriate documentation to indicate the reason for the disparity and place such documentation in the individual DQF.
- **Storage of Files**  
 FirstLab will provide a complete roster, at any time, of all individuals whose DQFs (active and inactive) are currently being maintained by FirstLab. FirstLab will store DQFs that have become inactive for the required amount of time as specified by the FMCSA and/or employer and automatically destroy them upon expiration.
- **Customization**  
 Our DQF maintenance program can be customized to track any document specified by an employer in addition to those already required by the FMCSA.
- **Consultation**  
 FirstLab will provide an appropriate number of personnel, well trained in DQF maintenance requirements, to provide assistance to the Client and its locations when necessary.
- **Recurrent Motor Vehicle Checks**  
 FirstLab will provide the following services to Client to assist in conducting recurrent Driver Motor Vehicle Checks:
  - Perform FMCSA-required Motor Vehicle Record (MVR) checks automatically, when due, on the employer's behalf. Once completed, FirstLab or its vendor, will forward results of the MVR check to the employer.
  - Ensure that the annual driver certification statements and annual reviews are signed, received and placed in the individual DQF. FirstLab will develop a mechanism to communicate to the responsible location any failure on the part of a driver to return such certification to FirstLab. FirstLab can also conduct the FMCSA required annual review of the individual's driving record for the employer upon request.

**FOR FURTHER INFORMATION PLEASE CONTACT FIRSTLAB'S BUSINESS DEVELOPMENT  
DEPARTMENT AT 800-732-3784 OR [MKT@FIRSTLAB.COM](mailto:MKT@FIRSTLAB.COM)**